



ROYAL NEW ZEALAND PIPE BANDS' ASSOCIATION

RNZPBA REQUIREMENTS FOR CONTEST ORGANISING COMMITTEES

Updated 2022

This *Requirements Document* has been prepared by the Contest Group of the Royal New Zealand Pipe Bands' Association for Contest Organising Committees and approved by the Management Board.

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1. Introduction

All members of the Contest Committee should make themselves thoroughly conversant with the Association Constitution and Contest Rules. (See RNZPBA Website <https://rnzpbba.com/documents/>).

It is recommended that Sub-Committees for the contest be established as follows:

- Accommodation.
- Advertising and 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 tasks.

- 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 are made or approved by the Contest Committee the Sub-Committee should bring forward a firm recommendation for consideration.
- 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, and their Assistant(s), are responsible for the layout of the grounds and the running and timing of the contesting events. The Organising Committee is responsible for organising the Contest around these contesting events.

The following pages set out the duties and functions of the principal officers and of the Sub-Committees.

2. Contest President

- a. The Contest President is the Chairman of the Contest Committee and is responsible for the overall organisation of the Contest and making sure the RNZPBA Contest Group Leader and Contest Supervisor(s) are kept always informed.
- b. The President will prepare a suitable budget for presentation to the RNZPBA Board. See Financial Planning Guidelines, [Appendix 1](#).
- c. The President will 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. The President should see that extra help is available to Sub-Committees when required.
- d. The President will 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.
- e. The President will be available throughout the Contest to ensure that each Convenor is doing the task appointed to them and, when required, meet special guests invited by the Contest Committee or the National President, thus ensuring the smooth running of the Contest.

3. Contest Treasurer

- a. Will obtain the approval of the Contest Committee to open a bank account, if needs be, authorise signatories and, before opening the account, ensure that the bank will pay interest on the amounts deposited.
- b. Arrange for a \$1,500 plus GST non-refundable advance from the RNZPBA.
- c. Use a recognised 'online' accounting system (the RNZPBA recommends Xero and is a Xero Partner).
- d. Establish suitable receipting and transaction recording systems.
- e. Ensure all monies received are banked promptly and receipted in every case. Ensure all payments are made by approval by the Contest Committee.
- f. 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.
- g. Chair the Finance Sub-Committee.

- h. The Treasurer should be aware of Appendix 3, Functions of the Contest Committee, Rule 2 - Schedule of Expenses for Contest Officials and Judges, which states:
- i. Travelling and accommodation expenses of Contest Officials and Judges, and, where applicable, out of pocket expenses, shall be paid in accordance with the following schedule.

Roles	Accommodation and Meals	Travel	Out of Pocket Expenses	Paid by
Association President	50%	50%		Contest Committee
	50%	50%		RNZPBA
Judicial Committee (2 appointees)	50%	50%		Contest Committee
	50%	50%		RNZPBA
NZ Resident Music Judges	100%	100%	100%	Contest Committee
Overseas Judges	100%			Contest Committee
		100%		RNZPBA
Judges of Dress, Marching, Mace Flourishing and Special Trophies	100%	100%	100%	Contest Committee
Executive Officer	100%	100%		Contest Committee
National Contest Supervisor	100%	100%	100%	Contest Committee
Assistant Contest Supervisor	100%	100%	100%	Contest Committee
Promotional Group Leader	100%	100%	100%	RNZPBA

4. Contest Secretary

- a. 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, copies should be sent to all committee members as soon as practicable after the meeting. Copies are also to be sent to the RNZPBA Executive Officer, RNZPBA Management Board and the RNZPBA Contest Group

Leader, and the National Contest Supervisor. The Board will ensure all Newsletters are posted on our website.

- b. The Contest Secretary shall attend to all inward and outward correspondence on behalf of the Contest Committee and send all newsletters to the RNZPBA Executive Officer. Entry by bands is online, and payment thereof is the responsibility of the Association and not the Contest Committee.
- c. The Contest Secretary should keep in close touch with the RNZPBA Contest Group Leader, and the RNZPBA Executive Officer, on all aspects of the Contest organisation and assist the President in ensuring that all decisions are made, and matters dealt with at the proper time.
- d. The appointment of an Assistant Secretary should be considered.
- e. Arrange for key Contest contacts details (mobile phones and email addresses) to be printed in the programme or available online.

5. Accommodation

- a. It is crucial the Accommodation Convenor regularly attend meetings of the Contest Committee., and if not, a bands person be fully briefed on bands' requirements.
- b. Bands are responsible for booking their own accommodation and are solely liable for payment. No financial obligations should be assumed by the Contest Committee.
- c. In arranging accommodation for Judges, Officials, and assisting band members and supporters, it is essential that contact be made with the hotels and motels as early as possible; at least 18 months before the date of the Contest.
- d. Obtain from the Executive Officer information regarding accommodation required for officials including Judges, as close as possible to the ground. 30 rooms should be pencilled in initially and confirmed when all judging appointments and officials are known. This includes accommodation for personnel who are involved with livestream broadcast team.
- e. Give the details of the accommodation to the Contest Secretary and the RNZPBA Executive Officer who has final authority for Judges and official's accommodation.
- f. Where possible bands and their supporters should be accommodated together.

- g. Keep in touch with the situation through the Contest Secretary and the RNZPBA Executive Officer and assist in dealing with any problems that may arise. Be available to seek out accommodation for any band experiencing difficulties.

6. Band Hosts

- a. 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).
- b. Because the greatest personnel requirement is for band hosts, it is best if the Convenor of the band hosts collates overall personnel requirements.
- c. 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 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.
- d. Prior to the meeting band hosts should be informed of the band to which they have been appointed, and the name, email address and mobile phone number of the Secretary, together with information on the arrival and departure times of the band, and the place where their accommodation has been reserved.
- e. 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. Email/phone the Secretary of the band (details can be found at RNZPBA Digital Hub - Find somebody (nzpipebands.org.nz) 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. 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.
- b. Find out where buses are to be parked so that there will be no delay or misunderstanding when transporting the band to Contest events.
- c. 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.

- d. Make a note of the whereabouts or the availability of firms or facilities for the repair to possible damage to band equipment or uniforms.
- e. Make themselves conversant with the route of the Street March, the location where the inspection will be held, and the Contest grounds.
- f. 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 be needed.
- g. Let the Secretary or Manager know of the ground entry tickets for band members and have supporter's tickets and programmes on hand for sale.
- h. Be conversant with the grounds layout and advise the band where food and coffee stalls, and toilets will be situated.
- 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 to avoid any confusion. This applies particularly to such matters as arrangements with the hotel/motel regarding meals and transport. Some bands require very little assistance and band hosts should ask this question when they first contact 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 contacted their bands and that all is going smoothly. It is helpful to send a circular to band hosts in the early stages.
- m. When available, usually the week prior to the Contest, Band hosts should be allocated a supply of tickets and programmes to sell to band members and supporters.

7. Grounds

1. Inspect and consider suitable grounds for Contest events and make recommendations to the 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 and contact the Executive Officer for details of the Association cover.

4. The RNZPBA Contest Group Leader and Contest Supervisor(s) 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 the Grounds Committee to carry out the necessary preparations. After consulting with the RNZPBA Contest Group Leader and Contest Supervisor (and the livestream team for design) 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. Marking out the Set and Medley Circles is the responsibility of the National Contest Supervisor--not a committee action. 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 etc. Refer the Livestream team Appendix 3.
6. A dais must be provided if the RNZPBA 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:
 - a. Trestle tables for Judges (located inside tent)
 - b. 14 chairs – 7 in each tent for judges and timekeepers.
 - c. Another good idea is to use bar Leaners – 4 around each circle for the Judges to write on
 - d. 2 tables for Supervisors - 1 beside Point A at each circle
 - e. 6 chairs for Timekeepers in Medley events – 2 for each circle
 - f. Tables for trophies as required. See trophy requirements
 - g. 2 tables and 4 chairs for the livestream broadcast team
 - h. Golf umbrellas for Judges in case of rain.
9. Inspect tuning facilities and arrange for seating, announcing, judges' positions, secretarial office space and other arrangements as required.
10. Clocks, refer Contest Rules Appendix 3, Ground Requirements 6.2, are required to record time scheduling. These are the most important pieces of equipment for showing the official times.
11. Arrange for transport of all equipment to grounds, arranging in position and return of same to owners after Contest.
12. Supply a good public address system (see [Appendix 3](#)) 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 (the RNZPBA provides the announcer).

13. Check with the Contest Secretary as to requirements for official seating. Arrange suitable reserved space on stands and supervise reserved stand space.
14. Arrange suitable offices on the grounds as close to boards as possible for the Executive Officer/Recorders and Trophy Convenor.
15. Arrange and erect signs for these offices and for the Inquiry Office and First Aid Post.
16. Arrange with The Order of St John to provide a First Aid Post. Recommend to the Contest Committee a suitable donation to St John.
17. Obtain official badges from the Secretary and issue to Grounds Committee and staff.
18. Mace Flourishing course – Refer to Contest Rules, 5.5 MACE FLOURISHING
19. Display. Advise bands of dimensions of ground (unobstructed).
20. Time Scheduling – this is the responsibility of the Contest Supervisor.
21. Consider possible routes for Street March. Discuss with Local Authority and make recommendations to the Contest Committee. Ensure that Contest Secretary obtains necessary approvals. A traffic plan may be required by the Local Authority.
22. 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.
23. Approach a Marching Association or other similar organisation for provision of placard bearers for the Street March. One bearer is required for each band.
24. Bands may provide their own banners and bearers (who must be suitably dressed). Check with bands before appointing bearers. (entry form asks that question).
25. Arrange delivery of placards for the Street March from the RNZPBA and delivery to the placard bearers. After the Street March the placards must be taken to the grounds for use at the circles, identifying bands for the music events.
26. Arrange for marking of Street March course, feet positions at start, and finish of the course.
27. 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 (at least) five wide (as most G1 bands are 6,7 and sometimes 8 wide) at a two-pace interval. The distance must not be less than 300 metres nor more than 400 metres.
28. Liaise with the Police Department for the Street March and for other events, as necessary.

29. Arrange practise grounds to be available for bands as required and advise band hosts.
30. 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. Providing toilets or bands in the tune up areas for the street march is also recommended

8. Appointments

The RNZPBA Contest Group Leader will consult with the Contest Committee to make the following appointments, the final decision will be made by the RNZPBA Contest Group Leader:

- a. Chief Marshal - plus three assistants.
- b. Celebrity judge—for Displays, a local dignitary/personality.
- c. Guest Judge –for Displays, a Brass Band person/Drum Major perhaps
- d. Non--Music Judges from the respective Panels shall be appointed by the National Contest Supervisor, Contest Group Leader, and Convenor of the Non-Music Judges Committee.
- e. The Contest Supervisor will appoint in consultation with the Convenor of the Music Judges Committee, a competent person to judge the Bass & Tenor section in each grade.
- f. The Bass and Tenor Adjudicator for the Juvenile Event will be appointed by the local Centre.

9. Meetings

- a. A meeting venue, preferably at the officials' accommodation, should be arranged for the Thursday (if the competition starts on a Friday) 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, Ground's person, Celebrity and Guest Judges and anyone else connected with the Contest wishing to attend.
- b. The Association normally holds its AGM on the Thursday after the judges meeting and need seating for 50-60 people.

10. Finance

- a. Make recommendations to the Contest Committee as to the number of tickets and passes to be printed.
- b. Advise the Contest Committee, after liaising with the RNZPBA Executive Officer, as to complimentary name badges/with lanyard for:

c. Association Management Board	d. Life Members
e. Management Group Leaders	f. Judicial Committee
g. Contest Committee	h. Contest Officials
i. Ground staff etc.	j. Announcer
k. Judges	l. Livestream team
m. Band Hosts	n. Trophy custodians
o. Tradesmen such as electricians etc.	p. Special Guests

- q. All those listed above receive an official pass, and in the case of those who are working, a complimentary ticket and programme in the case of others.
- r. Consider what insurances should be arranged in respect of the Contest. Obtain quotations and make recommendations to the Contest Committee (e.g., Pluvial, Public Liability, Equipment etc).

11. Advertising and Publicity

- a. Early contact should be made with the Press and Radio, Social Media informing them of the Contest. Use them to best advantage. If the Centre/band has a Publicity Officer they can be of great assistance as they can submit information to the Press, Radio, Social Media in their preferred form.
- b. 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, e.g., names of adjudicators appointed, total band entries in all grades etc.
- c. A newspaper supplement just prior to the Contest (two or three days) is an excellent form of advertising.
- d. 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.
- e. Arrange Card Posters for distribution to local hostelrys, retail shops etc.
- f. Window displays of trophies should be arranged for no less than fourteen days prior to the Contest.
- g. 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.
- h. 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 they will be of assistance in many areas of promotion.

- i. 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, e.g., "New Zealand Pipe Band Contest time is....".
- j. Proposals for advertising should be submitted to the Contest Committee for approval, and approval obtained for expenditure intended which should not exceed 10% of budgeted gate takings. The Contest Committee should be kept fully informed at each meeting.

12. Catering

- a. Plan for ground staff to have lunch on the Contest grounds as time does not permit them to leave the grounds.
- b. Arrange morning tea, lunch and afternoon tea for: officials, gatekeepers, runners, ground staff and the livestream team at the grounds. 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, the livestream team plus all the Contest Committee.
- c. It is imperative that Judges etc. 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.
- d. When planning for the meals the 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.
- e. Judges' room and hospitality room. A room is needed somewhere in the administration centre 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).

13. Programme – Printing and Advertising

- a. The Programme Sub-Committee to recommend to the Contest Committee the number of programmes that should be printed.
- b. Obtain quotes for printing the number of programmes required as decided by the Contest Committee.
- c. Check with the printer as to the quality of paper to be used.
- d. Refer quotes to the Contest Committee for final decision.

- e. Recommend to the Contest Committee rates for advertising charges in the programme and obtain a decision on this.
- f. Approach prospective advertisers 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.
- g. 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.
- h. Arrange to obtain in good time from the Executive Officer all necessary artwork, bromides, photos, the President's message, and the names of the Judicial Committee. These matters can hold up printing.
- i. Arrange for any photographs to be included in the programme e.g., National President, the local Mayor, the Contest Committee.
- j. 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.
- k. Settle draft programme and deliver to printer. Arrange for proofs to be available. Note - all pages of the programme must be proofread by a member of the RNZPBA Management Board prior to printing and the cover design must be approved by the RNZPBA Management Board. Special attention to be given to the proof reading of the time scheduling.
- l. 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.
- m. Recommend to the Contest Committee a selling price for the programme.

14. Selling of Programmes

- a. 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.
- b. Take custody of programmes after receipt from the printer and check quantities.
- c. Arrange for suitable retail stores, e.g., 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.

- d. 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.
- e. 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.
- f. Procure and organise programme sellers. As many programme sellers is required at various times during the weekend, the best course is to engage a youth group, e.g., 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.

15. 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 and 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.

16. Transport for Judges and Officials

Two 10 – 12-seater vans will be required to transport the 20+ Judges and officials and livestream team. As well a car for Contest Supervisors who depart 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.

17. Trophies

This is an area which creates problems if the trophies are not forwarded by the holders to the Contest Secretary by the prescribed time.

- a. The National Association will appoint a National Trophy Convenor.
- b. The Contest Committee will appoint a Trophy Receiving Officer to be Custodian of the Trophies and to organise cleaning the trophies, if required prior to the Contest

- c. Refer to Rules on Trophies - Chapter (7) Page 24, Paragraphs 7.1 - 7.5 inclusive.
- d. Bands will compete for trophies, medals and/or certificates.
- e. Cash prizes may, at the discretion of the Board, be competed for at Contests.
- f. Bands winning trophies at a Contest must have them engraved at the bands' expense.
- g. The National Trophy Convenor will communicate with the Trophy Receiving Officer to organise an address and a date for the return of trophies. The date is to be not less than one month prior to the Contest. 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.
- h. The National Trophy Convenor will contact bands holding trophies to let them know the date they are to be returned and the address they are to be returned to.
- i. The National Trophy Convenor will send the procedures for the return of trophies and a schedule of bands who won trophies the previous year and which trophies they are holding to the Trophy Receiving Officer.
- j. The Trophy Receiving Officer will mark off the trophies on the schedule as they arrive and will notify the National Trophy Convenor which trophies have been returned.
- k. The National Trophy Convenor will chase up any band who have not returned trophies by the due date.
- l. The Trophy Receiving Officer will be custodian of Trophies and will, on their receipt, check for any damage and report this damage to the National Trophy Convenor.
- m. The National Trophy Convenor will report this damage to the Board.
- n. The cost of any such repairs considered not to be due to fair, wear and tear, will be recoverable from the band from which the trophy has been received.
- o. The Contest Committee will allocate a secure room on the grounds for the trophies. This room is to be downstairs and as close to the presentation area as possible.
- p. The Contest Committee will provide 4 trestle tables to place the trophies on for presentation.
- q. The National Trophy Convenor will provide Tartan material to cover the tables.

- r. The Trophy Receiving Officer will take the trophies to the grounds on Thursday morning and separate them in to Grades and leave them in boxes in the Trophy Room.
- s. With the assistance of the Trophy Receiving Officer, the National Trophy Convenor will set the trophies up on the tables in order of presentation.
- t. The National Trophy Convenor will have small wooden blocks for each trophy with the name of the award printed on the front side and the name of the trophy printed on the reverse side. These wooden blocks will be placed in front of the corresponding trophies with the name of the award showing.
- u. The National Trophy Convenor will organise a script in order of presentation and will write the winning bands' names on to the script from the master score sheets once they have been completed by the Recorder's office.
- v. Winners will not be announced until the Presentation Ceremony.
- w. Two copies of this script will be required. One will be given to the Announcer and the second one will be for the National Trophy Convenor to follow during the presentations.
- x. The National Trophy Convenor will make contact with the Contest Committee to ask if they have any dignitaries they would like included in the Presentation Ceremony.
- y. As the winners are announced, the National Trophy Convenor will pick up the appropriate trophies to hand to the presenters. The Trophy Receiving Officer will also be at the trophy table to assist the National Trophy Convenor.

Special Awards.

- a. 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.
- b. Any trophies won at a Contest must remain in New Zealand.

APPENDIX 1

Financial Planning Requirements

The requirements 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 2.3.7 (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 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". (Contest Rules, Appendix 3 Expenses of Judges and Officials No. 2).
4. The Contest Rules provide for the payment of a grant of \$1,500 plus GST by the Association. (Contest Rules, Administration 2.3.5).
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:
6. 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.
7. 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.
8. Judges.
These costs are made up as follows:
 - Travel
 - Accommodation
 - Meals
 - Other expenses, fees.
9. Accommodation and Meals. These should be of a reasonable standard and, therefore, at a reasonable cost.

- 10. 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.
- 11. Sponsored Expenses.** It may be possible to have such items as printing, photocopying, security, internet, public address system and the like partly or wholly sponsored.
- 12. 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.
- 13. 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, e.g., the XYZ Grade 2 Street March.
 - b. 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.
 - c. Radio stations seem to be keen to be involved and various benefits could be achieved by their involvement.
 - d. Gate takings This is the most difficult area to forecast but is, undoubtedly, linked to the effectiveness of your promotion and advertising plan.
 - e. 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, the aim of the Contests is to make a sound 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

Timetable of Important Dates for the 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 the Contest.

Early May - Circular No 2 to all bands to include questionnaire on accommodation requirements - final date 30 June. Apply to Association for \$1,500 advance as per Rules. Submit draft Contest Schedule to Association for approval.

June 30 - 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 RNZPBA Contest Group Leader before being forwarded to Association for approval. Programme cover design sent to Association for approval. Draw for all events will be made by RNZPBA Contest Group Leader and a member of the Management Team. Appointment of Judicial Committee members (2) from 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 Contest Rules, Trophies and Awards 7.4.

February - Time Scheduling completed by RNZPBA Contest Group Leader and sent to the 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. RNZPBA Contest Group Leader 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: Contest Rules, Appendix 3, No. 3 CONTEST ACCOUNTS.

General

It is important for any Centre or band contemplating applying to run a National Contest to ascertain what local sponsorship is available before applying.

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).

Do not overspend on advertising; it should be approximately 10% of budgeted gate takings.

Judges' accommodation should be close to venue (where possible) based on single rooms.

APPENDIX 3

Executive Officer Requirements

1. The Executive Officer requires offices as near as possible to the main competition area. The office needs a general work area and a secure work area for the processing of results.
2. A high-end multifunction device (printer, scanner, copier) is required, setup by 10 am Thursday morning and an IT person on hand to make sure the Executive Officers team devices have connectivity with the multifunction device.
3. High speed access to the internet for processing of the results and placement of results on website (please provide upload and download speeds of the internet link beforehand). Note: if this is not possible, please advise and the Executive Officer will provide their own option accessing the internet.
4. Desk, two trestle tables and six straight back chairs
5. Plenty of power points and extension cords
6. A mobile whiteboard (on wheels preferable)
7. Box of A4 plain paper
8. Rubbish bin
9. The Executives Officers work area will need to be available after the event has finished until late on the final day.

APPENDIX 4

Livestream Team Requirements

1. A tent for the livestream team on the edge of the premier circle facing the circle. Tent size and positioning by consultation with the livestream team.
2. Two tables and six chairs.
3. An IT person to liaise with the livestream first thing Thursday morning.
4. The livestream team (headed by a Board member) have a say in the aesthetics and branding of the premier circle, both general look/presentation and circle marking.
5. Power and internet for the livestream tent available first thing Thursday morning as it takes all day to set up (please advise internet speed – upload and download beforehand). Note: if this is not possible, please advise and the livestream will look at other options for accessing the internet.
6. Internet connectivity will need to be hardwired to the livestream tent from the source.
7. The sound system needs of high quality and heard by all public and bands in attendance.
8. The sound system providers need to be aware there is a requirement to integrate the livestream system (audio) with the PA system for the prize giving.