

## REGIONAL CONVENTION PERSONNEL

Below is a list of the different committees and positions that are required to produce a successful regional convention. This guidebook is suggesting duties for each position responsible for the regional competition:

**EVC** –The EVC is the one who, on behalf of the RMT, contracts hotels and convention sites in advance. The EVC is the main contact for IHQ for scheduling regional contest.

**CRC** – The CRC is the main point of contact for facilities/committees during contest season. Oversees all arrangements for all non-competition necessities (food, hospitality, housing, general transportation) and oversees committees (awards, afterglow, etc.) The CRC also receives certificate templates from IHQ.

**CC** – The Competition Coordinator is the main point of contact for competitors leading up to convention. Handles all aspects of regional convention that are related to competitors including the traffic pattern schedules and flow, competitor busing, communication with PC during contest, competitor briefings, video/audio recording during contest. The CC also receives the emcee script from IHQ.

**OPL** – main point of contact for official panel and trial scorers. Works in conjunction with the CRC to coordinate housing, food, hospitality, transportation, etc. for the official panel and trial scorers. The OPL receives correspondence from IHQ regarding judges.

*Your region may choose to re-arrange duties based on the regional standing rules and procedures, but please note that all communication from IHQ regarding regional competitions will only be sent to these four positions.*

## CONVENTION STEERING COMMITTEE (CSC)

The CSC is responsible for the development and implementation of plans to achieve the smooth operation of a regional convention. The responsibilities may be carried out by a regional convention steering committee. Each region should look at its own needs to determine which structure provides the most effective results.

While the structure of the CSC varies from region to region, the CRC serves as its chair. The regional CC and OPL are members of the committee while the EVC attends all meetings.

A list of suggested subcommittees, along with an outline of responsibilities, is included in this section. It is not necessary for all subcommittee chairs to be members of the CSC; however, they must report to the CRC, CC, OPL or EVC.

The members of the CSC are appointed by the EVC, except for the CC (who is appointed by the Judge Specialists). The CSC is responsible for creating a successful contest/convention weekend by working with each other and building effective committees. Each region's CSC may be structured differently, but should always include the CC, CRC, OPL, and EVC. The EVC represents the RMT and serves as the "Team Leader" during CSC meetings.

## **BASIC COMMITTEE MEMBER RESPONSIBILITIES**

### **Communication/Planning**

1. Attend all meetings of the CSC.
2. Ensure all international and regional policies/procedures are being followed.
3. Participate in the inspections of convention facilities, if possible.
4. Work together to prepare the convention budget.
5. Work together to build initial Schedule of Events
6. Determine the award presenters, emcees, Show of Champion participants, mic-testers and pages
7. Review all published material before printing.
8. Schedules meetings with hotel, competition facility and convention assistance personnel, in accordance with regional standing rules and procedures.
9. Makes all arrangements regarding the convention site upon site approval and in accordance with regional standing rules and procedures, including insurance, security, performance licenses and stage hands.

### **Onsite**

10. Attend the official inspection (if possible).
11. Attend the quartet and chorus briefing (if possible).
12. Meets with the appropriate hotel personnel to review the convention weekend (if possible)
13. Complete international and regional reports, as designated
14. Forward the GRC and appropriate files to successor, when applicable.

### **Position Requirements**

1. Strong organization, project management, administrative and leadership skills.
2. Thorough understanding of regional and international policies and procedures, especially in the area of regional competition/convention.
3. Excellent communication and interpersonal skills with people at all levels.
4. Ability to make decisions, as well as delegate responsibility and authority.

## **EVENTS COORDINATOR (EVC)**

The EVC oversees all activities and business relating to the regional convention. In conjunction with the RMT, the EVC has the ultimate responsibility for ensuring that the regional convention proceeds in accordance with international and regional policies and procedures. The below responsibilities are in addition to the duties listed for all CSC committee members.

## **BASIC RESPONSIBILITIES**

### **Communication/Planning**

1. Announces the CSC and CRC, OPL (and others as appropriate).
2. May participate in contract negotiations.
3. The EVC approves selection of convention facilities in accordance with regional standing rules/procedures.
4. Once the Schedule of Events is prepared, the EVC will submit to the Competition Department and IHQ for approval.

5. Approves convention expenses, in accordance with regional standing rules and/or procedures.
6. Correspond with chapters and quartets regarding eligibility, deadline dates, and regional assessment delinquency.
7. Notifies the Competition Department at IHQ of competitors who have not paid their regional assessment.

**Onsite**

8. Can announce the official panel members to the regional competition to all potential regional competitions.
9. In cooperation with the CRC, meets with the appropriate hotel personnel to review the convention weekend.

## **CHAIR OF THE REGIONAL CONVENTION (CRC)**

The CRC is appointed in accordance with regional standing rules and procedures and is the general chair of the convention weekend, including competition.

In accordance with regional procedures, the responsibility for the convention weekend lies with a regional convention planning committee, working in conjunction with the RMT. The CRC is appointed by the EVC, with approval from the RMT.

The CRC appoints committee members and chairs, in accordance with regional standing rules and/or procedures. The CRC has overall responsibility and authority of ensuring that committee chairs are fulfilling their responsibilities according to plan. The below responsibilities are in addition to the duties listed for all CSC committee members.

## **BASIC RESPONSIBILITIES**

### **Communication/Planning**

1. Appoints sub-committees and chairs.
2. Oversees all subcommittees.
3. Supervises the preparation of the minutes and correspondence as Chair of the CSC.
4. Finalizes arrangements and prepares function sheets for all required room set-ups at the hotel and competition facility, including:
  - A. Rehearsal
  - B. warm-up
  - C. photography (if applicable)
  - D. Sales
  - E. All Events pick-up
  - F. pre-keyed housing
  - G. single ticket sales
  - H. post-competition events
  - I. hospitality rooms
5. Approves the busing company.
6. Submits proposals for an official photographer to the RMT and finalizes arrangements.

7. Works with the OPL to finalize all arrangements for the official panel members and trial scorers at the hotel and competition facility, including transportation arrangements
8. Using the pre-data Excel sheet sent from the Competition Department at IHQ, inserts all preliminary information for Announcement of Quartet and Chorus Official Results scripts and sends to the panel secretary 10 days prior to competition weekend. (Can delegate to someone else.)

**Onsite**

9. Ensures that official photographs of the championship quartet and chorus, the Division A first place winner and the Division AA first place winner are forwarded to the Pitch Pipe managing editor in Marketing and Communications at IHQ the Monday following competition using the template they provided.
10. Ensures that the appropriate awards have been received and are available for presentation at the competition facility.
11. Contacts the current champion chorus and arrange to receive the traveling plaque.
12. Finalizes all arrangements for the awards ceremony.
13. Ensures the presentations run smoothly, in accordance with the CC
14. Finalizes all public relations plans, if applicable.
15. Communicates with contestants regarding their placement in the official order of appearance.
16. Remains available throughout the convention weekend wherever needed.

## **COMPETITION COORDINATOR (CC)**

Appointed annually, with recommendation from the EVC and CRC, by the JS and approved by the EDC, the CC is responsible for coordinating all aspects of the regional convention directly related to competition. The CC works in conjunction with the EVC, CRC and the PC. The annual term of appointment shall be September 1 through August 31 of any given year. The below responsibilities are in addition to the duties listed for all CSC committee members.

### **BASIC RESPONSIBILITIES**

**Communication/Planning**

1. Approves the plans for the competition stage and handles all related responsibilities.
2. Determines (with EVC and CRC) the riser configuration, including whether or not the alternate riser configuration option will be offered. Conveys this information to all chapters within region and to the Competition Department at IHQ.
3. Sends traffic pattern to the PC for approval after initial order of appearance is sent from the Competition Department at IHQ.
4. Sends the regional awards script to the PC for approval.
5. Ensures traffic pattern follows recommendations from the Competition Department at IHQ. (Refer to **Section C, page 15** for more information.)
6. Plans ahead for helping for members with mobility issues. (Ramps, rest areas, avoiding stairs, more time in traffic pattern, short cuts, etc.)
7. Communicate with contestants regarding their placement in the official order of appearance.

8. Makes arrangements for performance recording of the regional competitions, including deciding who will be producing the recordings and what equipment is needed.
9. Finalize all arrangements for the traffic patterns, traffic pattern schedules and corresponding transportation, briefings, sound, lighting, and contest photography.
10. Coordinate a time for the sound check, inspection, and briefing(s) with the PC.
11. Receives the official judging packets and PS supplies from the Competition Department at IHQ.
12. Communicate the names of those serving on the regional judging panel to all competitors prior to regional competition in the pre-contest newsletter that each region sends to registrants.
13. Receive all competitor forms 30 days prior to contest.
14. Give the Song Information Forms to the PS 10 days prior to contest.
15. Receives the emcee script template from the Competition Department at IHQ and inputs competitor information into template before printing off copies for the emcee.

**Onsite**

16. Provide PC with finalized traffic pattern for approval.
17. Provide copies of the traffic pattern (and any other applicable documents) to the technical crew.
18. Meets with PC or her designee on Thursday evening or Friday morning to verify and distribute judging packets and PS supplies.
19. Meets with the Emcee to go over the Emcee Instructions.
20. Alert the PS with any changes to the Song Information Sheets turned in by the competitors.
21. Meet with the Pages to go over Page Instructions.
22. Conducts quartet and chorus director briefings.
23. Collects List of Competing Members form from all competing choruses at briefing and gives the lists to the PS.
24. Collects cue sheets from Open Division contestants at briefing and makes copies (one for each member of the judging panel, PS, trial scorers, if applicable, and technical crew) to give to PS.
25. Supervises the curtain movement, if applicable.
26. Supervises the signal system used between the PC and backstage.
27. Ensures all appropriate safety precautions are taken in the backstage area.
28. Provides instructions to personnel responsible for the recordings.
29. Provides recording media (e.g., hard drives or flash drives) to personnel responsible for making the recordings.
30. Supervises recording during competition.
31. Delivers the recordings (if available) to the OPL immediately after each contest session.
32. Sends the master recordings to the Competition Department at IHQ, according to international instructions sent out from the Competition Department, within two weeks following the convention weekend..
33. Ensures the awards presentation runs smoothly, in coordination with the CRC.

*\*Should the Competition Coordinator be a competitor, her backstage responsibilities must be assigned temporarily to someone familiar with her instructions and procedures.*

## **OFFICIAL PANEL LIAISON (OPL)**

Appointed as a member of the CSC, the OPL is responsible for all convention activities relating to the official panel. These responsibilities may be divided as follows among several committees:

- Escort/transportation/housing
- Trial Scoring Judges
- Judging areas
- Contestant Packets/duplication

## **BASIC RESPONSIBILITIES**

### **Communication/Planning**

1. Arranges panel housing, in cooperation with the CRC.
2. Communicates regularly with official panel members, including all four category judges, PC and PS, informing them of all convention arrangements.
3. Arranges transportation for all official panel members.
4. Facilitates meal functions.
5. Makes reservations and arranges transportation as required.
6. Does not issue invitations unless directed to by the PC.
7. Arranges complimentary convention registrations.
8. Provides each official panel member, with a regional convention program.
9. Notifies CRC of hospitality needs in the official panel's rest area/parlor.
10. Provides reasonably comfortable chairs, preferably padded with straight backs, in the judging area for members of the judging panel.
11. Notifies CRC of supplies/equipment needs at competition facility.
12. Makes arrangements for trial scorers, in accordance with regional standing rules and procedures, and as outlined in Section D.
13. Makes arrangements for the photocopying and faxing of official results, in cooperation with the CRC.
14. Prepares contestant packet envelopes in advance.

### **Onsite**

15. Attends official inspections, in coordination with the PC, CRC and CC.
16. Attends briefings.
17. Following each competition session, works with PS in distributing contestant packets and official results.
18. Distributes competitor packets and mails competitor packets that are not picked up during the allocated time.
19. Completes international and regional final reports, as designated.
20. Forwards GRC and files to successor, if applicable.

### **Position Requirements**

1. Experience with the International Judging Program (IJP) or PS Program preferred.
2. Strong organization and administrative skills.
3. Excellent communication and interpersonal skills.
4. Ability to make decisions, as well as delegate responsibility.
5. Must be flexible.

## **EDUCATION COORDINATOR (ED)**

ED is responsible for meeting with the PC immediately following the chorus competition to collect the observation forms. The ED also computes and presents any regional awards not presented within the framework of the contest.

## **FINANCE COORDINATOR (FC)**

FC signs all contracts on behalf of the region.

### **BASIC RESPONSIBILITIES:**

1. Supervising the development and adherence to the regional convention budget, unless regional procedures provide that the CSC plans the budget.
2. Maintaining accurate and current records of all receipts and disbursements.
3. Forwarding check requests to the CRC and/or EVC and/or host chapter president for approval before paying.
4. Presenting a written report at each CSC meeting, including the balances for each budgeted item.
5. Notifying the CRC and EVC of any variances to the budget.
6. Preparing a final written financial report following the regional convention and forwarding it to the CRC and any other appropriate regional personnel.
7. Forwarding the financial files to the CRC for inclusion in the convention files.

## **PAGES**

Pages for the regional competition are appointed by the EVC and must be members in good standing of Sweet Adelines International. One page should be appointed for each competition session. If the region has been notified that trial scorers will be in the region, one page should be appointed for them as well. Pages are encouraged to enjoy the contest, but asked to refrain from applauding or talking during the contest.

Seating for the page should be made available near either the panel secretary's table or trial scorers' table, depending on whether they are a page for the official panel or the trial scorers. A rest area with refreshments and restroom facilities should be provided separate from the members of the official panel.

### **Basic Responsibilities**

1. Attend official inspection. (both Official Panel and Trial Scorer pages)
2. Assist the PS by also keeping time during contest. (Official Panel pages only)
3. Following each contestant's performance, pick up the original and first copy of the completed scoresheet from each judge after they have finished writing. (Do not wait until all judges and trial scorers have completed their scoresheets to collect all papers at once.) Give the original to the PC and the first copy to the PS. Clip together and maintain each trial scorer's scoresheets separately.

4. If the PS discovers an error on a scoresheet, the PS signals that the scoresheet must be returned to the PC during the next break. The PC checks the scoresheet and signals that it be taken to the appropriate judge, who corrects and initials both copies. After the correction, deliver the original back to the PC and the first copy to the PS. Do not deliver any papers during a performance; wait until the contestant has completed their entire performance. (Official Panel pages only)
5. Be attentive to possible signals from the PC, PS or a judge. Pages may be asked to deliver a message for any member of the official panel. (Official Panel pages only)
6. Empty wastebaskets at the beginning of each intermission and immediately following each competition session. The OPL instructs where this should be done. If requested, replenish supplies for official panel members. (Official Panel pages only)
7. Remain in the judging pit at the conclusion of the contest until released by the PC. Help the PS as needed.
8. Take all completed trial scoring papers to the rest area (T.S. pages only)
9. At the conclusion of each contest, collect any JP-1s from the trial scorers and place in the appropriate packet. Trial Scorers may choose to keep their observation forms. (T.S. pages only)
10. Return all trial scoring scoresheets to the PS. (T.S. pages only)

***NOTE: All information related to the judging and scoring of a regional competition is confidential and should not be discussed with anyone at any time. Pages are not to read scores or comments and are not to write down any information relating to scores or scoresheet comments for any contestants. The PC will dismiss a page who does not maintain confidentiality.***

## **CONVENTION ASSISTANCE CHAPTER (CAC)**

The CAC is selected in accordance with regional standing rules and procedures and is designated to assist the CSC in the execution of the regional convention. The region must alert the Competition Department at IHQ of any chapter that is acting as the CAC. All responsibilities of the CAC and its relationship to the CSC should be defined in regional standing rules and/or procedures. If the CAC is competing for Evaluation Only or Open Division, it may choose to perform first or last in the regional competition order of appearance. If it is competing in the International Division, or makes no special request to the Competition Department at IHQ to perform first or last in the draw, then the CAC will be drawn at random according to the Order of Appearance draw procedures. If there is a preference, the CAC must indicate this preference to perform first or last on the entry form submitted to the Competition Department at IHQ. If the CAC was not submitted to IHQ, or if the CAC did not make a special request until after the initial OP draw, then the CAC will automatically perform first in the revised OAP draw.

The CAC is responsible for assisting the appropriate committee by:

1. Providing staff for the competition information desk at the hotel.
2. Providing assistance for hotel registration, all events/ticket sales and pick-up, and regional Sales areas.
3. Escorting competitors to the competition facility.



4. Acting as guides for traffic patterns, ticket takers, ushers, door watchers and backstage assistants at the competition facility.
5. Providing staff for various stops in the traffic pattern (i.e., warm-up rooms, hotel departure check-in, photography, stage entrance/exit).
6. Supervising the unloading, assembling, disassembling and loading of risers.
7. Providing van drivers as needed by the OPL for transporting the official panel members.
8. Providing van drivers as needed for transporting the official photographer.
9. Providing a floater at both the hotel and competition facility to assist the members of the CAC assigned to the traffic patterns.
10. Providing one person to staff the CAC office at the headquarters hotel throughout the weekend. During the competition, this person is responsible for telephone communications between the hotel and the CRC at the competition facility.
11. Providing three to five additional members to be used on an as-needed basis.
12. Assisting in any other way designated by the CSC, in accordance with regional standing rules and procedures.

## **OTHER SUBCOMMITTEES**

Outlined below are suggestions for subcommittees to handle various aspects of the convention weekend. It is the responsibility of the CSC to determine which committees are appropriate for the administrative structure of its region. Unless specifically noted, it is not necessary for the chair of each subcommittee to be a member of the CSC.

Each subcommittee designated by the CSC maintains minutes of all meetings and provides copies to members of the CSC. Immediately following the convention weekend, each subcommittee meets to discuss the convention and identify areas that may need improvement for the next convention. A final report including this information is presented to the CSC.

## **AFTERGLOW**

If the region has an Afterglow, this committee coordinates all aspects of this event.

## **ALL EVENTS/TICKETS**

The price of all events registrations (and events to be included) and individual tickets is established by the CSC and approved in accordance with regional standing rules and procedures. Subcommittee responsibilities include:

1. Printing of tickets.
2. Preparing complimentary All Events Registration badges for the official panel members, trial scorers, PS trainees and any others designated.
3. Preparing other All Events Registration badges.
4. Determining a method of distribution for registrations, tickets and programs through mail or hotel pick-up.
5. Notifying the CRC of needs associated with the method of distribution at least 90 days prior to the convention (e.g., tables, chairs).
6. Setting up the registration, information areas and ticket sales at the hotel.

7. Staffing the registration, information and ticket sales areas in the hotel and competition facility with members of the Convention Assistance Chapter.

***Note: Publicizing in advance that All Events Registrations are transferable but not refundable is recommended.***

## AWARDS

The chair of this subcommittee works directly with the CRC. Committee responsibilities include:

1. Ordering quartet and chorus medals and/or ribbons from Sales at IHQ. (Regional Award Order Forms are available on our website.)
2. Stringing chorus medals on cords long enough to easily go over contestants hairdos. Make sure the knots do not slip. The medals can be bunched in groups of ten for easy counting and distribution.
  - Royal blue for first place
  - Red for second place
  - White for third place
  - Yellow for fourth place
  - Green for fifth place
  - Black or teal for Most Improved Chorus medals.
  - Division A
    - Deep purple for first
    - Medium purple for second
    - Pale purple for third
  - Division AA
    - Hot pink for first
    - Medium pink for second
    - Pale pink for third
3. Attaching quartet medals to ribbons.
  - Royal blue for first place
  - Red for second place
  - White for third place
  - Yellow for fourth place
  - Green for fifth place
  - Most Improved Quartet Award is a ribbon available from Sales at IHQ
4. Determining physical arrangements for awards presentation.
5. Notifying the CRC of needs associated with the awards presentation at least 90 days prior to the convention (e.g., tables, chairs).
6. Working with the CRC to ensure all awards are at the appropriate distribution site.
7. If applicable, purchasing Director Recognition Awards, Most Improved Quartet Award and any other designated regional awards.
8. Verifying per item cost, selling any extra medals to eligible choruses and turning over extra supplies to the appropriate personnel.