

U. S. Scottish Fiddling Revival, Ltd.

Competition Organization Guidelines

Guidelines for Competition Organizers and Stewards

These guidelines are for both competition organizers and stewards. Where there are two people filling these jobs, the duties may be divided: the organizer assuming more responsibility for the early planning of the competition, and the steward assuming the responsibility for the details which relate directly to the actual competition.

WELL IN ADVANCE OF THE COMPETITION (3-6 months)

Determine time and place of competition in cooperation with the organizers of the games. Try to find a space that is without external distracting noise (ex: bagpipes, motorcycles, dogs, loudspeakers, etc.)

Decide with the games organizers about entry fees (amount, if any), whether or not competitors will get free tickets and/or parking passes to the games, budget for the competition, etc.

Obtain judge: Consult the official FIRE list of sanctioned judges to select a judge, and invite him/her early in the process. Make sure terms of payment and expenses are clear. A detailed contract is highly recommended. Also arrange for workshops and/or performances, if any, with the judge and arrange space and time details with game organizers.

Determine Prizes: Determine prizes (cash, medals, and trophies are usual, but you can be creative and give Scottish fiddling books, scholarships to fiddling schools, etc.) Games organizers often take care of ordering trophies and supply cash awards, but you might also like to see if you can get merchants or individuals to donate prizes which would then carry their names. Be sure prizes are ordered and will be available on the day of the competition.

National Competition Steward please note: Mrs. Brockman is still volunteering to pay for the first-place Open division trophy, the “Founder’s Trophy” in honor of Paul Brockman. This should be a Quaich with the appropriate inscription. Please contact FIRE for instructions and contact information for Mrs. Brockman.

Publicity: See that games officials include fiddling in pre-games publicity. Ensure that the website for the games is updated to reflect the correct information including judge’s name and bio. Write articles for the program and for any other pre-games publicity including the FIRE webpage and Facebook page.

ONE TO TWO MONTHS BEFORE THE COMPETITION (OR MORE)

Judge's needs: Be sure the judge has a place to stay and that arrangements are made for local transportation (to and from accommodations, airport, etc.).

Applications: STEWARD: As applications are received, keep a record of the order in which they were received (competitor's play in reverse order of registration (accept for Nationals). Also keep records of the names, addresses, and telephone numbers of competitors and entry fees received (if any entry fees are required).

Necessary forms:

Prepare copies of the following forms to bring to the games:

- **rubric judging forms**
- competition report forms
- membership information from Scottish FIRE

Samples of these materials are included on the Scottish FIRE website, or are obtainable from the Scottish FIRE Competitions chairman on request.

Stewards should plan to give copies (or originals) of the completed judging sheets to the competitors after the competition. Therefore, the judging rubrics should either be printed as a multi-page NCR form or carbon paper must be supplied for use during the judging process.

Fire Membership: (This pertains to the national competition steward only.) All competitors in the national competition are required to become members of Scottish FIRE. Including this as part of the registration form is helpful.

ON THE DAY OF THE GAMES

The Steward's responsibilities will vary depending on how individual games are organized, but the following are critical responsibilities of the steward. The responsibilities may be delegated to other people, but the steward has the overall responsibility to see that these things are done. Essentially, the steward is a troubleshooter whose major job is to see that the competition runs smoothly.

- It is helpful to provide bottled water for the judges and possibly the competitors.
- **Organize Competitors-**
 - The steward should make sure that each competitor is entered in the appropriate class, to the extent possible. (The judge has the final decision about which class a

competitor should be entered in, and may make that decision before or after a competitor plays.)

- Have Competitors Fill Out Forms- Have each competitor fill out a judging form indicating the names of tunes to be played, competition class, and all contact information. (Where there is more than one judge, more forms should be filled out by each competitor, one for each judge.)
- Check that all competitors are present before the competition begins and that they are informed about any changes in plans or locations, the order of play, the time they need to be ready to play, etc.
- **Assist the Judge**- During the competition, the steward assists the judge as required. Depending on the competition set-up, the steward could be responsible for any/all of the following:
 - Check sound system (if applicable); adjust mikes for competitors.
 - **MC as needed**- Announce competitors' names and the tunes they are playing. Explain fiddle competition procedure to the audience.
 - **Check Judging Sheets**- Check judging sheets when judge finishes writing them, add points if the judge is recording points (a great help to many judges!), check that the judging sheet is fully filled out, and be sure that the judge *signs* all judging sheets.
 - Help judge give awards
 - Be sure each competitor gets a copy of the judging sheet or that arrangements are made for mailing it.
 - Inform the first place open and junior winners that they are automatically qualified and invited to compete in the National competition. Advise them to watch the Scottish FIRE website for more information about the upcoming national competition
- Have judge *sign* the competition report form and note any comments.

AFTER THE COMPETITION

Send in the Competition Report Immediately:

- The steward must mail the competition report to the FIRE Competitions Chairman (see below) as soon as possible after the competition.

- Included the names, addresses, phone numbers, and email addresses of all competitors, especially those of the first-place winners of the Open and Junior classes (and date of birth for the junior winner). This information is important so that the national competition is aware of those who have qualified.

Make notes of any adjustments that need to be done for next year.

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