U. S. Scottish Fiddling Revival, Ltd.

**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.

**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**. Make sure terms of payment and expenses are clear. A contract is helpful. Also arrange for workshops, if any, with the judge and arrange space and time details with game organizers.

**If you plan to allow 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:**  FIRE will pay for a first place open division trophy to be called the” Founder’s Trophy” in honor of Paul Brockman. This should be a Quaich with the appropriate inscription. Please contact FIRE for instructions.

**Publicity**: See that games officials include fiddling in pre-games publicity. 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**: STEWARD: Be sure you have the **rubric judging forms**, report forms, and membership information from Scottish FIRE to bring to the games. Samples of these materials are included on the website, or are obtainable from the Scottish FIRE Competitions chairman on request. Stewards should plan to give copies of the completed judging sheets to the competitors after the competition and should

plan to bring appropriate material: carbon paper or NCR forms are appropriate if the competition organizers want to keep copies of the judging sheets, or stewards may want to arrange to Xerox the forms and mail them to competitors. Originals of the completed judging sheets may be given to competitors if the organizers choose to

do so.

**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.

—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.)

—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.

—Have each competitor fill out a judging form indicating the names of tunes to be played, competition class, and order of play. (Where there is more than one judge, more forms should be filled out by each competitor, one for each 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, adjust mikes for competitors.

•Announce competitors’ names and the tunes they are playing. Explain fiddle competition procedure to the audience.

• 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.

• Record final ranking, trophies, special prizes, winning open and junior class competitors contact information, etc., on a competition report form. Have judge write comments on the form and sign it.

• Help judge give awards, and be sure each competitor gets a copy of the judging sheet or that arrangements are made for mailing it.

**AFTER THE COMPETITION**

—The steward must mail a report to the FIRE Competitions Chairman as soon as possible after the competition. Included in this report are the names and addresses of all competitors.

—The judge must mail/email the official results to the FIRE Competitions Chair on the complete competition report form. The steward should provide the judge with a stamped, addressed envelope for this purpose, as well as a copy of the competition results on the completed report form. If the report form is completed and signed by the judge at the competition (**highly recommended**), the steward or competition organizer may mail the results to the FIRE Competitions Chair Organizer Scottish Fiddling Championships.

Be sure to inform the winners of local competitions (first place open and junior) that they are automatically qualified and invited to compete in the National competition. Be sure to always include the addresses and telephone numbers of the first place winners of the Open and Junior classes (and date of birth for the junior winner) so the competition is aware of those who have qualified.

Please send the results immediately after the competition so winning competitors can be notified of the time and place of the U.S. National Scottish Fiddling Competition. This information can also be found on the Scottish FIRE website.

**Addresses:**

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