

ROTARY
YOUNG
CHEF **COMPETITION**

Guidance Notes



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Rotary 
Great Britain & Ireland

Guidance Notes for 2017 – 2018

Introduction

These Guidance Notes are written for Rotarians use only and should be read in conjunction with the Young Chef Information Pack. The Guidance Notes are a supplement to the Information Pack and are not intended to be prescriptive at club and district level, more a guide to good practice. If there is any conflict between the Information Pack and the Guidance Notes, the Information Pack takes precedence. If you have any queries please contact your District Youth Service Chairman or the RIBI Young Chef Organiser, Sandra Townsend, at young-chef@rotarygbi.org

The Information Pack is a standalone document containing all the necessary information for competitors, schools, colleges or other organisations to enable competitors to participate knowledgeably and confidently in the competition.

The Information Pack must be followed for regional and national finals. Clubs and districts may vary any of the requirements of the Information pack for their competitions but should bear in mind that they could be putting their competitors at a disadvantage if they go on to regional/ national finals.

A Young Chef Competition poster will be available from the RIBI website.

The Young Chef logo above is available from the member's area of the RIBI website

Clubs are advised to arrange their own media publicity for all stages of the competition. Experience shows that local papers are mainly interested in local people rather than large events held locally.

Competition organisers should remember this is a competition for young people as distinct from a Rotary function. Rotary formalities should be kept to a minimum. Looking after competitors and their supporters should be a priority. Any preferential treatment should be given to the competitors and their supporters rather than to Rotarians

Regional and national competition organisers should consider inviting the local mayor and/or dignitaries to the competition. This would provide an excellent opportunity to spread the word about our youth opportunities.

Competition organisers, particularly for regional and national competitions could extend an invitation to the sponsors. Sponsors may be happy for a local representative to attend regional competitions.

Clubs and districts are encouraged to place the results and photographs on their websites and let schools know this has been done

Competition organisers are encouraged to liaise with appropriate district officers to promote the events with the media and to promote Rotary.

Child protection guidelines must be followed. Competition organisers are advised to liaise with Cub and/or District Safeguarding Officers.

Health and Safety procedures must be followed. Competition organisers are advised to liaise with Club and/or District Health and Safety Officers. For the Rotary Year 2017 - 18, RIBI's Insurance Brokers, Bartlett & Company Ltd, has indicated that the Young Chef Competition is an acceptable event and therefore notification about Young Chef Competitions is not necessary.

Competition organisers are advised to check the RIBI Insurance Policy, available on the RIBI website, annually.

Even if competitions are acceptable events, the Rotary Event Checklist and a Risk Assessment Form in the Insurance Policy are useful aide memoires.

Venues chosen should have suitable facilities for the competition and supporters. Attention should be made with regard to available workstations for competitors. Competition organisers, particularly for regional and national competitions should recognise this competition is an opportunity to showcase Rotary and every endeavour should be made to create a competition that makes Rotary proud.

Venues must have suitable access and facilities for competitors or supporters with special needs.

Competition organisers should take into account religious and school holidays and examination periods when planning events.

If the event is more than three hours long, light refreshments should be provided or available. Sponsorship may be available to offset the cost.

The Information Packs and Guidance Notes will be reviewed annually. Any proposed amendments should be submitted to the RIBI Home Committee, Competition Co-Ordinator, by 31 December to allow time for consultation prior to release.

Who can take part?

This competition is open to all students in full time education between ages 11 and 17 on 31 August 2017. Students who are in part-time (day release) education are not eligible to take part. The qualifying criteria of all entrants in the national final will be rigorously checked; any entrant who does not meet the above conditions will not be allowed to take part.

Please note this competition is intended for amateurs; for the purpose of the competition, an amateur is considered to be a person who is not in full, or regular part time, employment in the catering trade. Eligible entrants who have been temporarily employed by restaurants during the school holidays may take part. The competition is **not open to students who are enrolled on a full time catering course who are studying for a qualification above 'A' level standard.**

With the age qualifying date of 31 August 2017, it should be noted that some competitors may be 18 at the time of some or all the stage competitions.

Competitors, schools, colleges, and organisations can participate in a district that is outside of their boundary, but may only compete in one club/district competition.

Students should enter the competition organised by the local Rotary club through their school, college or organisation.

Rotary clubs should follow-up with the schools, colleges and organisations to which they have sent Information Packs.

When sending out the Information Pack/entry form/competition details, the recipient for entry forms and the return date should be specified, together with any other information required such as head and shoulders photograph of entrant, or menu. Different information may be required at different stages of the competition.

The Four Stages of the Competition

The four stages of the competition in the Information Pack are designed to fit in with the school year.

Clubs are advised to contact schools between May and June/July to plan their competitions between September and December.

Clubs and districts are at liberty to amend the Information Pack for their own competitions. However, it is strongly recommended that districts follow the Information Pack as entrants in the regional and national finals will be expected to

follow the Information Pack. A contestant who has not followed these guidelines in a district final will find themselves at a disadvantage when it comes to competing in the regional and national finals.

The Information Pack must be followed for the regional and national finals.

Clubs and districts are encouraged to take responsibility for costs of ingredients, travel and subsistence costs incurred by individuals entering the various stages of the competitions. There is no funding from RIBI other than costs, such as venue, judges, prizes, refreshments etc. associated with the national final.

Local Heats

These are run by local Rotary clubs, individually or jointly. Two or more clubs could run a joint event if a club does not have sufficient entries for an individual event.

Clubs should agree with host schools or colleges how many courses to be cooked in their local heat.

The only prescriptive dates in the competition timetable are the final date and the entry date. Clubs, districts and regions are at liberty to set their own dates to meet the prescriptive dates.

It is suggested a range of dates for regional competitions is agreed by districts. Setting a range of dates for the regional competition enables districts to do the same prior to their district assemblies. This in turn enables clubs to plan their own local heats.

Clubs should check the competition timetable with their districts.

Club organisers should ascertain from the district organiser the arrangements for the district preliminary rounds and finals, prior to their local heat, so that the winner and supporters can be advised of the arrangements for the district competition at the local heat or as soon as possible thereafter.

Club organisers should ascertain from the district organiser, prior to the local heat, what information is required by the district organiser for the district competitions and the date it is required. Club organisers should obtain the required information from their winner and pass it on to the district organiser by the required date.

District Competitions

For high numbers of entrants, it will be necessary to hold preliminary rounds prior to a district final.

District organisers need to provide clubs with the details of the district competition as soon as possible. At the same time district organisers should inform clubs what information is required for the district competitions and the date it is required.

District organisers should ascertain from the regional organiser the arrangements for the regional competition prior to the district final, so that the successful competitors at the district final and their supporters can be advised of the arrangements for the regional competition at the district final. Regional competitions should be completed by the end of March to allow time for the preparation of the national final programme.

District organisers should ascertain from the regional organiser, prior to the district final, what information is required by the regional organiser for the regional competition and the date it is required. District organisers should liaise with club organisers to obtain the required information from the successful competitors and pass it on to the regional organiser by the required date.

Regional Finals

For the purposes of organising regional finals, districts of RIBI have been combined into the following regions;

Region	District
1	1010, 1020, 1030, 1230
2	1040, 1070, 1220, 1270
3	1080, 1130, 1240, 1260
4	1090, 1120, 1145
5	1110, 1175, 1200
6	1060, 1100, 1150, 1210
7	1180, 1190, 1285
8	1160

Each district should take it in turns to organise the regional finals. District Youth Service Chairman should liaise with their colleagues in the respective districts which form a region and agree which district in a region will organize the regional final ideally, so that districts only organise one regional final per year. One district within RIBI will be responsible for organizing the national final.

Prior to staging of regional finals, the District Youth Service Chairs within each region shall agree the number of entrants that will go forward from their respective districts to the regional finals. The winning entrant from each of the eight regional finals will be the only entrant eligible to go forward to the national final.

Format for agreeing and arranging regional finals:

- agree a range of dates;
- the budget and cost sharing arrangements amongst participating districts;
- prizes and trophies.

Regional organisers need to provide district organisers with the details of the regional final prior to district finals. At the same time regional organisers should inform district organisers what information is required for the regional final and the date it is required.

Regional organisers should ascertain from the national organiser the arrangements for the national final prior to regional finals, so that the winner of a regional final and their supporters can be advised of the arrangements for the national final at the regional final.

Regional organisers should ascertain from the national organiser, prior to regional finals, what information is required by the national organiser for the national final and the date it is required. Regional organisers should liaise with district organisers to obtain the required information from the winner and pass it on to the national organiser by the required date.

Regional organisers should provide the name of the winner of the regional final and the district contact details to the national organiser within the time specified by the national organiser.

Regional organisers should ensure the regional winner's district organiser provides the national organiser with the details required for the national final within the time specified by the national organiser.

National Final

District organisers should provide the following information for their national finalist to the national organiser at least four weeks before the national final:

Entry Form

JPEG head and shoulders photograph

Menu

District organisers should ensure their national finalist brings the following information to the national final:

Time Plan

Menu and Ingredients Form

Recipe Form (Available at the end of these Guidance Notes)

RIBI do not fund any expenses of the regional winners to attend the national final.

The District Treasurer for the district hosting the national final should be responsible for the finances of the national final. RIBI will reimburse receipted expenses up to the allocated budget.

Any district wishing to host the national final in future years are invited to apply to RIBI Home Committee, Competition Co-Ordinator on youthservice@rotarygbi.org

Organisers of the national final need to: -

- ensure the venue is suitable for the national final in terms of size, kitchen work stations, space for visitors etc.
- make space available to allow our sponsor Filippo Berio to display a range of their products
- include a cookery demonstration which includes produce from our sponsor
- have a venue that can accommodate up to 120 people
- have a professional photographer available
- ensure programme information is available in good time
- consult with the national organiser to ensure continuity

Competition Guidelines

Task

For local heats, the task is often reduced to (for example) prepare in one and a half hours a two course healthy meal (main and dessert courses) for two people costing less than £10 or euro equivalent.

Judges

It is recommended that three judges are appointed by the organiser for a particular competition.

Organisers of regional and national competitions should not use judges who have judged a previous round as this could be construed as giving an unfair advantage to a competitor who has "met" that judge before.

The following organisation could be a source for judges:

The Craft Guild of Chefs: www.craftguildofchefs.org

British Culinary Federation: www.britishculinaryfederation.co.uk

If a Rotarian judges at district competitions, organisers should be aware of possible conflicts of interest.

Judges should be allowed to use their discretion in carrying out their task, hopefully without intimidating the competitors. Organisers may wish to advise judges on how informal or formal they wish the judges to be in carrying out their task.

Organisers should agree a tasting area with the judges with as much privacy as possible.

At the end of the competition, the organiser will collect the judges score sheets. These will be retained by the competition organiser for a minimum of 3 months.

A Rotarian with no interest in the participating teams will review the scores to ensure accuracy before the results are announced.

Organisers should agree the format of the feedback. It is recommended that one judge makes general comments prior to the results. Individual comments should be kept private; either spoken on a one to one basis or written. The judges should be encouraged to give advice to the winners for the next round.

Judging Criteria

A score sheet for judges is available at the end of these Guidance Notes. Clubs should contact their District Youth Service Chairman for a copy.

Organisers should use considerable discretion in deciding whether to enter into correspondence or discussions following the event. If people are aggrieved, organisers should try to placate the grievances, particularly if it would help future participation. Organisers should resist reacting to a challenge of the result; however, an explanation in general terms on how the decision was made may help.

Prizes

It is important to present all competitors with a certificate for participating at each stage of the competition. A sample certificate, which can be personalised, is available from the member's area of the RIBI website. This can be adapted for club, district, regional or national competitions.

Clubs and districts should work together in setting prize levels, including trophies, to try to avoid embarrassing situations where clubs give considerably more than districts can afford.

Regions should agree policy for prizes and trophies at regional competitions. As the regional finals are in effect a national final some Regions do not give prizes as the "prize" is a place in the national final.

Prize examples

Time spent working with a chef in a professional kitchen.

Competition Procedure

Introduction

Viewing access only to the cooking area enhances supporter's experience of the event. Organisers, in consultation with the judges, are requested to use their discretion in allowing viewing access only to the cooking area. Supporters, particularly parents often appreciate being able to see their competitor at work. Viewing access only should be at a distance from the competitors and managed safely with a few admitted at a time.

Cooking Areas

The cooking areas should be determined by ballot either prior to or at the competition, however adjustments may be required if a competitor has an allergy.

Setting Table Time

An electronic version of the Menu and Ingredients Form is available from the RIBI website.

Preparation Time

Organisers should ensure a kitchen assistant is on hand to source equipment and advise competitors how to use equipment. If kitchen assistants offer additional advice the judges should be informed.

Organisers are advised to minimise access to only those involved in the competition, e.g, judges, kitchen assistant, costings checker, photographer, persons transferring completed dishes to the tasting area and display tables.

After completion of the preparation period, time could be saved by allowing supporters access to the cooking area to assist with the clearing up during judging. This should only be allowed if it doesn't interfere with the judging.

Competition organisers could consider providing entertainment for the supporters during the preparation time. Examples are: a jazz band from a school, talks on Rotary, plus another talk of general interest, before a buffet lunch.

Recipe Form (Required for National Final Only)

Course	Ingredients	Method
Starter		
Main Course		
Dessert		

Score Sheet

	Costing	Planning	Healthy choice of dishes	Presentation of table (inc. flowers, cloth etc.)	Meal served at correct temperature	Neatness of working an hygiene	Range of skills used	Taste and presentation of starter	Taste and presentation of main course	Taste and presentation of dessert	Total
Maximum Score	5	10	10	10	10	15	20	20	30	20	150
Competitor 1 Menu											
Competitor 2 Menu											
Competitor 3 Menu											
Competitor 4 Menu											
Competitor 5 Menu											
Competitor 6 Menu											
Competitor 7 Menu											
Competitor 8 Menu											

Entry Form 2017/2018

Please read the Information Pack before completing this form clearly. By signing this form, you confirm you have read, understood and agreed to the contents of this Information Pack. Please return this form to the **competition organiser** by the date specified.

Entrant's Name:	Age on 31 st Aug 2017:	
Home Address:	School/College/Organisation:	
Post Code		
Email:	Tel No:	Mob No:
Allergies (e.g. nuts etc.)		
Entrant's signature:	Date:	
Personal Contact Person:	Email:	
	Tel No:	
Sponsored by Rotary Club of:	District Number:	
Rotarian Contact Person:	Email:	
	Tel No:	

For any entrant under the age of 18 at the date of the competition, the parent, guardian or carer of the above entrant has given permission:

- | | |
|---|----------------|
| a. for the named person to take part and be identified in the competition. | Yes/ No |
| b. for photographic/video records to be taken and used for Rotary International in Great Britain and Ireland (RIBI) publicity purposes in printed, electronic and online formats. | Yes/No |
| c. for RIBI, District and Club Public Relations Officers to make contact for public relations purposes. | Yes/No |

Not agreeing to c above does not preclude the candidate from entering the competition.

Note: Any entrant over 18 at the date of the competition, should sign this declaration below. No permission from a parent, guardian or carer is required.

Print name	Signature	Date
Parent Guardian Carer Entrant (please print name and tick status)		

This form can be used for all stages of the competition. Please tick a box to indicate the stage for this entry.

Club <input type="checkbox"/>	District <input type="checkbox"/> (preliminary round)	District <input type="checkbox"/>	Regional <input type="checkbox"/>	RIBI <input type="checkbox"/> (National)
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