

**ROTARY**  
**YOUNG**  
**WRITER** COMPETITION

Guidance Notes



# Guidance Notes for 2017– 2018

## THEME – ‘A DIFFERENT PERSPECTIVE’

### Introduction

These Guidance Notes are written for Rotarians use only and should be read in conjunction with the Young Writer Information Pack. The Guidance Notes are a supplement to the Information Pack and are not intended to be prescriptive, more a guide to good practice. If there is any conflict between the Information Pack and the Guidance Notes, the Information Pack takes precedence.

The Information Pack is a stand-alone 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.

An editable Young Writer competition poster is available from the RIBI website

### RIBI Youth Competitions

The Young Writer 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 only interested in local people rather than large events held locally. Final submission dates should be sent to competitors.

Clubs and districts could place the results and entries on their websites and let schools know they have done so.

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

For Rotary Year 2017 – 18, RIBI's Insurance Brokers, Bartlett & Company Ltd, has indicated that the Young Writer competition is an acceptable event and therefore notification about Young Writer 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. Competition organisers, particularly for 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

The Information Packs and Guidance Notes will be reviewed annually. Any proposed amendments should be submitted to the Rotary Home Committee – Competitions Co-Ordinator, Bill Campbell [billcampbell2121@gmail.com](mailto:billcampbell2121@gmail.com), by 31 December 2017 to allow time for consultation.

## Who can take part?

The competition is open all schools and college communities including those that are home educated and any other young people's community organisations, for example, community RotaKids, community Interact, Scout Groups, Girl Guides.

With the age qualifying date of 31st August 2017 it should be noted that some junior entrants may be 11, intermediate entrants may be 14 and some senior entrants may be 18 at the time of some or all the stage competitions i.e. a competitor may be 17 on 31st August but turns 18 on 1<sup>st</sup> September but is allowed to enter. **All competitors should include their date of birth on the application form.**

When sending out the Information Pack, correspondence should clearly specify the name of Rotary club, recipient for entries, address and the return date.

Rotary clubs should follow-up with the schools, colleges and organisation where they have sent Information packs.

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

**Students should enter the competition organised by the local Rotary club through their respective group as detailed above.**

## The Three Stages of the Competition

The three 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 clubs and districts follow the Information Pack.

The Information Pack must be followed for the national finals.

### 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 could approach local newspapers with the idea of holding a joint local competition

The only prescriptive date in the competition timetable is the entry date and the final submission date for the national final competition.

**Clubs and district are at liberty to set their own entry date to meet the prescriptive dates.**

It is suggested that districts decide their entry date prior to their district assembly. This in turn enables clubs to plan their own local heats.

Clubs should check the competition timetable with their districts.

Districts should provide the arrangements for the district competition to clubs as soon as possible.

Clubs should send their age group winning entries, **by the closing date, Friday 2<sup>nd</sup> March 2018**, to the district organiser. Robyn Davies email: [robynthrebleclef@blueyonder.co.uk](mailto:robynthrebleclef@blueyonder.co.uk)

Clubs could seek to display their entries at local libraries with information about other youth opportunities and Rotary

Clubs and districts could place the results and entries on their websites and let schools know they have done so.

## District Competitions

It is recommended that districts create an opportunity for winners of the Young Writer and Young Photographer to receive recognition, certificates and prizes at a specific event. An example of a convenient way of doing this is to make the presentations at the District Youth Speaks final when the winning entries could be displayed.

If districts do nominate a specific event this will determine the closing date for the district competition. Make sure to allow enough time for judging and advising winners of the specific event.

District organisers need to provide clubs with the details of the district competition as soon as possible.

## National Competition

**Districts should send their age group winning entries, by the closing date Monday 7th May 2018, to the national Organiser**, see Information Pack for details.

## Competition Guidelines

### Task

To produce a hand written or typed story in prose entitled, '**A Different Perspective**'. The written entry could be fiction or non-fiction, a story, or a poem as long as the piece relates to the theme. Questions have been asked about spelling and although this is not an issue the only advice to be given are that judges of this competition have made comment upon spelling in the past.

***An A4 page or up to 500 hundred words is a suggested suitable submission.***

Entries should be sent to the Stage organiser by the closing date.

Entries may not be returned unless specifically requested

### Judging Criteria

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 entrants 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.

Districts could consider a small levy on club entries to fund district prizes

### Prize Examples

An opportunity to read entry on local radio

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 terms of this Information Pack. Please return this form to the **competition organiser** by the date specified.

Entrant's Name: (please type or use CAPITAL letters)	Age on 31 <sup>st</sup> Aug 2017:	
Home Address:	School/College/Organisation:	
Post Code:		
Email:	Tel:	Mob:
Category: Junior <input type="checkbox"/> Intermediate <input type="checkbox"/> Senior <input type="checkbox"/> (please tick category)		
Entrant's signature:	Date:	
<b>I declare that this entry is entirely my own work.</b>		
Personal Contact Person:	Email:	
	Tel No:	
Sponsored by Rotary Club of:	District Number:	
Rotarian Contact Person:	Email:	
	Tel:	

Copyright remains with the writer but submission authorises Rotary to use it for promotional purposes

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.   | <b>Yes/ No</b> |
| b. for reprographic/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. | <b>Yes/No</b>  |
| c. for RIBI, District and Club Public Relations Officers to make contact for public relations purposes.  | <b>Yes/No</b>  |

**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.**

Signature:	Please print name:	Date:
Parent/Guardian/Carer/Entrant (delete as appropriate)		