

PIPING & DANCING ASSOCIATION OF NEW ZEALAND



NEW ZEALAND DANCING CHAMPIONSHIP GUIDELINES GENERIC INFORMATION

2013

INDEX

Venue	p3
Adjudicators	p4
Pipers	p5
Official Photographer	p5
Schedules	p6
Prizes	p7
Programme	p8
Order of Events	p9
Opening and Closing Ceremonies	p9
Draws	p10
Ranking System	p10
Results	p10
Under 16 & Under 18 Events	p11
Fundraising/Marketing/Sponsorship/Grants	p11
Suggested Attachments	p11

VENUE

- It is the host organisation's duty to provide Championship age group dancers with optimal conditions so they can perform at their best. This applies to both indoor and outdoor venues.
- All championships must be conducted on a wooden stage with a non slip surface.
- The recommended minimum stage size is 6 metres deep x 8 metres wide. It must be large enough to hold more than one NZ Championship class at a time if required.
- A non slip stage surface is essential to allow dancers to perform with confidence. Resin should be provided, unless the stage surface is guaranteed to be non slip.
- For indoor venues, the stage must be adequately lit, preferably with professional theatre lighting.
- The stage backdrop should not distract from the dancers' performances.
- Dancers should be allowed access to the stage prior to the commencement of the championships.
- A suitably located and sufficiently large area with sprung surface must be provided for dancers to warm up and warm down. The Championship age group(s) will have priority over other users.
- Adequate changing facilities must be provided for both male and female competitors.
- The judges' positioning should be optimal for assessing performances as well as being separated from the audience to allow for privacy and freedom from distraction.
- A clear, easily managed sound system is required. This should be in a fixed position (at the side of stage or rear of theatre) to avoid noisy static when being shifted.
- A separate area away from the audience should be provided for judges to complete their reports and assessment.
- A private area for both judges and pipers to relax is desirable.

ADJUDICATORS

- Adjudicators must be appointed in accordance with the conditions set out in Bylaws 27 (d), 29(b) and 30. Appointments may be made up to one year in advance.
- Adjudicators will be appointed to adjudicate each event as set out in Bylaw 27(e).
- Reports must be given for all New Zealand Championship events.
- The host organisation must appoint a minimum of one emergency adjudicator.
- For an organisation hosting multiple New Zealand Championship age groups, the Piping and Dancing Association may require the appointment of more than the three adjudicators currently stipulated for a single age group.
- The minimum adjudicator's fee will be \$150 per day.
- The organisation conducting the championship competition will act as good hosts by providing accommodation of a suitable standard, transport to the venue, reasonable 'hours of work' and allowing adequate meal breaks for adjudicators, with suitable food provided.
- The host organisation will appoint a Convenor of Adjudicators from the judges appointed for each New Zealand championship competition. The convenor will be responsible for providing the Council with a written report on the NZ Championship Meeting using the feedback template provided by the Council.

PIPERS

- Pipers appointed for the New Zealand championship classes must be experienced, competent and capable of playing at the required tempo for a sustained period of time.
- The minimum piper's fee will be \$150 per day.
- The adjudicator must check the tune and the tempo with piper/pipers prior to the commencement of each event. The tempo selected by the adjudicator must be within the recommended range of tempos listed in Bylaw 42. Competitors must be able to hear the set tune and tempo before the commencement of the event.
- When more than one piper is used for an event, Bylaw 28 (regarding the playing of the same tune and tempo) must be adhered to. At the change of piper, the adjudicator and dancers should have the same opportunity to hear the piper as at the commencement of the event.

OFFICIAL PHOTOGRAPHER

An official photographer should be available to take photographs of:

- The opening and closing ceremonies
- Each championship result
- Age Group photos
- Trophy winners
- Top ten ranking awards for each championship age group

SCHEDULES

- The schedule should be prepared and presented to Council for approval at least one year in advance.
- In preparing the schedule host organisations should give consideration to:
 - The allocation of prize money and/or prizes.
 - Bylaw 27(c) which determines maximum entry fees chargeable as a percentage of the prize money
 - The number of additional events that reasonably can be included in the programme within the time allowed for the competition.
 - Choosing the closing date for entries, with sufficient time allowed to meet the deadlines for the printing and posting out of the programme.
 - Conditions of entries
 - Conditions, if any, under which entries will be refunded
 - Conditions, if any, for the use of video cameras
- A standardised entry form should be included with the schedule, detailing entry costs, pipers fees, programme cost etc.
- The host organisation should acknowledge receipt of entries.
- Accompanying the schedule, should also be a list of local accommodation.
- The host organisation needs to consider the most appropriate methods of distributing schedules and entry forms. Options include:

Scotia Pacific:

- Strengths: Reaches all registered dancers and members of the Piping and Dancing Association.
- Weakness: Significant cost to the host organisation and copies will be sent to all P & D members, including those who may not be interested.

Mail Out:

- Strengths: Cost effective
- Weakness: Programmes might not be sent to all interested competitors.

Piping and Dancing Association Website:

- Strengths: Cost effective if advertised sufficiently and should be available for downloading by all interested parties.

PRIZES

- Minimum prize money must meet the requirements of Bylaw 27(b).
- It is recommended that host organisations also endeavour to provide a prize commensurate with the prestige of the award for the overall Champion and Runner Up in each New Zealand Championship age group.
- It is recommended that the host organisation provides an acknowledgement in the form of a sash, trophy or certificate to each of the ten ranked competitors in each New Zealand Championship age group.
- Correct titles must be printed on all sashes, banners, trophies and certificates. These are as follows:
 - For individual Championship Events -
Piping and Dancing Association of New Zealand Inc.
New Zealand Highland and National Dancing Championship
2010 Highland Fling Under 16 Years 1st.
 - For overall age group winners' titles –
Piping and Dancing Association of New Zealand Inc.
New Zealand Highland & National Dancing Championship
2010 New Zealand Champion Under 16 years
2010 New Zealand Champion Under 16 years Runner Up
- The host organisation is responsible for compiling a list of trophy winners and contact details, and for forwarding this list to the organisation hosting the championships the following _____ year.

PROGRAMME

- A printed programme should be available for purchase by all competitors and interested parties. The programme should contain:
 - The schedule of events
 - The names of all competitors in each event
 - The start time of each session
 - Any rules or conditions which apply to competitors and spectators, than those listed in the Bylaws.
 - Instructions and times for all draws, presentations and photographs.
 - Times and details of the Opening and Closing Ceremonies.
- The programme must be posted to each competitor at least 10 days prior to the commencement of the competition.
- The programme should provide an indication of the finishing time for each session. As a guide, sessions should aim to start no earlier than 8am each day and aim to finish no later than 8.30 – 9.00 pm each evening.
- Championship events must be allocated according to Bylaw 27(e). For other classes the organisers should endeavour to allocate classes evenly to adjudicators.
- Host organisations can estimate how long each event will take by allowing three minutes for each solo dance performance and four minutes for Reels. In addition, a time allowance will need to be made for presentations etc.
- Following the publication of the programme, the host organisation must advise all competitors of any change to the venue, adjudicators or timetable. Any such changes would require prior approval from the Piping and Dancing Association.

ORDER OF EVENTS

- When constructing the order of events the needs of New Zealand Championship competitors must be the central consideration.
 - Adequate provision must be made to ensure that these competitors have sufficient time for meal and rest breaks scheduled at reasonable intervals.
 - New Zealand Championship competitors should not have events scheduled both at the start and the end of a day.
 - Costume changes should be kept to a minimum.
 - Placement of presentation ceremonies can impact hugely on dancers' ability to access reasonable rest and meal breaks both between events, and especially at the end of the day. Ideally, presentation ceremonies should be immediately prior to their next championship class. It is preferable to present a result the following morning, rather than schedule it for the end of a day.
 - The current view is that if the 18 Year and Over New Zealand Championship class should be required to "share the stage" with another class, this should only be for solo Highland dances.
- In scheduling events, the provision of adequate meal breaks for adjudicators and pipers should also be considered.

OPENING AND CLOSING CEREMONIES

- Invitees should include the President of the Piping and Dancing Association, other significant persons such as Centre Life Members, organising committee members and members of the host centre/society, along with the competitors, pipers, and adjudicators.
- The host organisation chooses both the structure of the Opening Ceremony and the person given the honour of opening the New Zealand Championships.
- The opening ceremony should be held during the first day of the championships, either before the first New Zealand Championship or at another time early in the first day's programme decided upon by the host organisation.
- In considering the length and structure of the ceremony, it is important to avoid having the dancers stand on stage for too long.

DRAWS

- The organizing committee is to furnish an excel spreadsheet containing a complete list of all competitors entered in each New Zealand Championship to the Piping and Dancing Association as soon as practicable after the closure of entries.
 - All New Zealand Championship events will be predrawn and supervised by representative (s) of the Piping and Dancing Association Executive committee using a computerized random system.
- The order of competitors in each dance will be sent back to the organising committee for inclusion in the published programme.

RESULTS

- Results must be announced as soon as practicable following each event or at a time notified in the programme.
- Consideration must be given to ensuring that the presentation of results does not intrude on dancers' rest and meal breaks.
- All Championships must be presented on the stage.

RANKING SYSTEM

- A spreadsheet with a standardised format will be available to the host organisation.

FUNDRAISING/MARKETING/SPONSORSHIP/GRANTS

- Advertising mediums include local newspapers, television, local radio, local councils etc.
- Sponsorship is commonly gained through including a list of events to be sponsored with schedules, personal approaches and approaches to Centres and other related organisations.
- Grants can be obtained to cover the cost of venue hire, sashes, medals, accommodation, travel etc. If a venue owned by a regional council is being used, then organisations can apply to the Council Creative Communities. There are also local avenues for funding, as well as national trusts such as The Lion Foundation, New Zealand Community Trust etc.
- Raffle tickets should be sold prior to and drawn at the New Zealand Championship competition.
- Organisers can also develop a range of merchandise for sale.

PIPING AND DANCING REGISTRATION

- Competitors must present their registration card to receive a competitor number to enable them to dance.
- A printout of current members is available from Membership Secretary. This should be obtained immediately prior to the commencement of the competitions to check the current registration status of competitors. This is particularly important for New Zealand Championship competitions held in early July when the previous year's registration expires.

SUGGESTED ATTACHMENTS

1. An example of a good New Zealand Championship Schedule and entry form.
2. An example of a judges/pipers contract.
3. A list of current New Zealand Judges.
4. A list of NZC Judges who have judged NZC over the past few years.
5. A list of New Zealand Championship Trophies
6. A blank ranking spreadsheet and the completed ranking spreadsheet from the previous year's championships. The completed spreadsheet should always be supplied to the NZC coordinator at completion of each New Zealand Championship competition.