

SECTION A

GUIDELINES FOR REGIONAL CONVENTIONS

INTRODUCTION

The purpose of the *Guidelines for Regional Conventions* (GRC) is:

To specify internationally approved procedures related to every aspect of the competitions.

To provide necessary information and guidelines to those responsible for conducting a regional convention/competition.

The GRC is simply a tool used when planning your regional convention. Because the specific needs, regional standing rules and resources of each region vary, the book identifies those responsibilities that must be carried out and additional details that may be utilized if regional resources allow.

USING THE *GUIDELINES FOR REGIONAL CONVENTIONS*

Section B: Convention Personnel

This section describes the internationally approved responsibilities that assigned convention personnel must carry out. A project schedule is included for each position as a guide to ensure that all required responsibilities are met.

This type of project schedule was developed in place of checklists to allow for the individuality of each region. The *Notes* section is structured so that specific details exclusive to a region can be included. The *Comments* section allows for the recording of results on an ongoing basis and is used as a follow-up when preparing final reports. Target dates already included are those required by international. Other target dates are at the discretion of the region.

Section C: Convention Committees

This section outlines the regional convention administrative committee structure(s) that may be used by a region. It also includes suggestions for various subcommittees that may be utilized by regions if they are congruent with the overall administrative structure.

Section D: Convention Preparations

This section details the preparations for a regional convention. Not all specifications are used by all regions. The planning process determines which are appropriate for the needs and resources of the region.

Section E: Convention Weekend

This section details the events that occur over a regional weekend. As with Section D, not all regional convention weekends include the same events.

Section F: Postcompetition

This section outlines the events that occur following the competition and convention.

Appendices

The appendices are included to provide additional resource material, if needed.

Abbreviations

The following abbreviations are used throughout the GRC:

CC	Competition Coordinator
CHC	Chapter Coordinator
CRC	Chair of the Regional Convention
COC	Communication/Technology Coordinator
DC	Directors' Coordinator
ED	Education Coordinator
EDC	Education Direction Committee
EVC	Events Coordinator
FC	Finance Coordinator
IHQ	International Headquarters
MEC	Membership Coordinator
MKC	Marketing Coordinator
OPL	Official Panel Liaison
PC	Panel Chair
PS	Panel Secretary
RTC	Regional Team Coordinator

Distribution

International headquarters provides one copy of the GRC to the following:

CC
CRC
DC
ED
EVC
OPL

Additional Copies

Electronic copies of the GRC can be found on our Web site www.sweetadelinesintl.org. Hard copies of the GRC may be ordered directly from the international sales department for a cost of \$15 plus shipping and handling. Regions may photocopy material from the GRC.

Revisions

Periodic revisions to the GRC are provided to those on the distribution list. Additional copies of the revisions may be obtained from the international sales department for a nominal cost.

INTRODUCTION TO REGIONAL CONVENTIONS

Sweet Adelines International is a worldwide organization of women singers committed to advancing the musical art form of barbershop harmony through education and performance. In addition, Sweet Adelines International is a singing organization that provides for achievement through competition.

The regional competition provides each chorus and registered quartet the opportunity to measure its achievement in the performance of the art form of barbershop harmony. Winners of the regional competitions qualify to compete in international competition.

SUPERVISION AND COORDINATION

Annual regional quartet and chorus competitions are held under the supervision of the international organization, and are governed by its policies of competition judging and the procedures outlined in the GRC. All personnel involved in the planning and implementation of a regional convention should be familiar with this information.

Responsibility for the smooth operation of the regional convention is a coordinated effort among many people at the international, regional and chorus levels. The following is a list of key personnel and committees and a brief explanation of their roles in the overall structure:

Education Direction Committee

Supervises regional competitions on behalf of the international organization. The EDC reviews and approves policies and procedures relating to the competition, approves the assignment of official judging panels and appoints the Competition Coordinators.

Music Services Department

Serves as the liaison between the region and the international organization. Each fall, the Music Services Department distributes a project schedule that lists when, to whom and what attachments are included in the regional convention/competition mailings. A sample schedule is included in Appendix III.

Education Coordinator

Attends postcompetition meeting with the official panel.

Directors' Coordinator

Attends postcompetition meeting with the official panel.

Events Coordinator

Oversees all of the activities and business relating to the regional convention. In conjunction with the regional management team, she has the ultimate responsibility for ensuring that the regional convention proceeds in accordance with international and regional policies and procedures.

Convention Steering Committee

Responsible for planning the regional convention/competition.

Chair of the Regional Convention

As Chair of the Convention Steering Committee, the CRC appoints committee members and chairs, in accordance with regional standing rules and/or procedures. She has the overall responsibility and authority of ensuring that committee chairs are fulfilling their responsibilities according to plan.

Convention Assistance Chapter

Assists the Convention Steering Committee with the operation of the regional convention.

Competition Coordinator

Responsible for coordinating those areas of the regional convention that are directly related to the quartet and chorus competitions.

Official Panel Liaison

Responsible for coordinating all arrangements for the official panel and trial scorers.