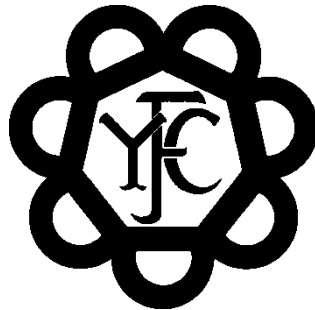


HEREFORDSHIRE FEDERATION OF YOUNG
FARMERS' CLUBS



Drama Week 2024

on

Saturday 10th February – Saturday 17th February 2024

at

Kingstone High School, Kingstone, Hereford HR2 9HJ

COMPETITION RULES

End of Year Trophies



Hereford Times Efficiency Shield

With the exception of the De La Tour Davies competition, the overall results will count towards the Efficiency Shield – this is the overall competitions trophy for the year

IMPORTANT GUIDELINES

Please read carefully and follow instructions clearly in order to avoid any mistakes or confusion.

a) Closing date for entries to be received at the County Office is:

9PM ON MONDAY 8TH JANUARY 2024. LATE ENTRIES WILL NOT BE ACCEPTED.

We realise that some of the names on your form may change after this date. Providing the changes are notified to the competition Steward this will cause no problem.

b) All competing members must have a **VALID CURRENT MEMBERSHIP INCLUDING A PHOTO**. If new membership cards are required, the authorised membership forms must be received by the County Office no later than the deadline date above, along with the Entry Forms. Please note that all membership forms received at the office must be signed by the member, as well as a Parent/Guardian if under 18 and must be signed and dated by the authorised Club Officer.

c) One entry form is enclosed per Club. This is for completion and to be returned to the County Office by the deadline, you can make a copy for your records in the back of the booklet copy where the entry form is included or please ask for a spare form to fill in. You can also complete an online copy from email or the website.

All rules and entry forms are emailed to Club Chairmen and Secretaries in advance and posted out if not collected from the Office by a Club Representative.

d) Any trophies relating to this competition held by any Club member must be returned to the County Office by the above deadline date, along with the entry form.

e) Please make sure all competitors are aware of the competition rules. A timetable and running order will be agreed after entry deadline, please ensure any problem dates are included with the entry form.

f) **HELPING MEMEBRS WITH ADDITIONAL PHYSICAL or LEARNING REQUIREMENTS.** HFYFC seeks the inclusion of the full membership in its endeavours. Should a member require assistance to compete at a County Final due to any additional physical or learning requirements, every effort shall be made to ensure inclusion of any member with dignity, respect and confidentiality. HFYFC requests prior knowledge of assistance required in order to maximize the benefit to the individual.

HFYFC General Rules

- 1 The competitions listed herein are open to members of Herefordshire Federation of Young Farmers' Clubs (HFYFC) holding a valid, current YFC membership. (Valid is classed as being of the correct year and having a photograph of the member attached to the membership)
- 2 Failure to produce a fully processed and authorised valid membership will mean that the member will be unable to compete in the competition.
- 3 Age ranges for competitions are as follows:
Senior – Open to members 28 years of age or under on 1st September 2022
Intermediate – Open to members 21 years of age or under on 1st September 2022
Junior – Open to members 16 years of age or under on 1st September 2022, and 10 years of age or over on the day of the competition.
- 4 Health and Safety requirements must be adhered to at all times.
- 5 Competitors must act in accordance with HFYFC policies, where applicable.
- 6 No alcohol is to be consumed by competitors before or during competitions. Any member judged to be under the influence of alcohol or any other substance will not be permitted to continue with the competition and may be disqualified.
- 7 The use of mobile phones during competitions is prohibited.
- 8 A white coat must be worn unless otherwise specified.
- 9 No competitor can enter the same competition in different age ranges.
- 10 All work must be that of the competitor who has booked in.
- 11 All work must have been made in the last 12 months.
- 12 Competitors must arrive on time and report to the competition steward **before** the start time of the competition to book in with necessary equipment to complete the competition.
- 13 In the event of a conflict between the competition rules and the general rules, the competition rules will govern.
- 14 All staged items must remain the responsibility of the competitor. Neither HFYFC nor the site host accepts any liability for loss, damage or theft of any item.
- 15 No staged items or exhibits can be removed before prize giving at the penalty of disqualification.
- 16 For entries not according to schedule, 25% of marks awarded will be deducted. This includes any exhibits oversize. In the event that a deduction is applied and the subsequent mark results in a decimal place, if the decimal place is 0.5 or above, it shall be rounded up to the next whole number. If the decimal place is 0.4 or below, it shall be rounded down to the next whole number.
- 17 The Chief Steward and Competitions Chairman reserve the right to cancel or amend any competition or rule at any time.
- 18 In all competitions the decision of the Chief Steward and the Competitions Chairman will be **final**.

Checklist of Notable Dates in relation to these Competitions

Item	Deadline
Clubs Review Meeting	TBC
Completed Entry Forms due in to County Office, including list of the cast, crew, producer, musicians, back stage helpers and chaperones, which will be used in the programme and for booking in entries. Only people appearing on this list will be able to gain entry to the back stage area and be admitted free of charge to the venue	9pm Monday 8 th January 2024
Details of Technical Requirements (Lighting & Sound)/Stage Plan, Props List and any other technical information due in to County Office	9pm Monday 8 th January 2024
Trophies to be returned to the County Office	9pm Monday 8 th January 2024
Body of Persons to be returned to the County Office	9pm Monday 8 th January 2024
Completed PRS song list for pre-recorded music being used	9pm Monday 8 th January 2024
2 x Copies of Original Script (and permission to adapt original scripts if applicable) – please confirm name of script writer	9pm Monday 8 th January 2024
PAT Testing of ALL Electrical Equipment to be used at the venue to have been completed	Tech Day
Notice in writing of any high risk or performances at height to be received	9pm Monday 8 th January 2024
Any amendments to be updated with the County Office – last date	9pm Monday 8 th February 2024
Tech Day	Saturday 10 th February 2024
Completed Risk Assessment returned to Stage Managers	Tech Day
A copy of any pre-recorded music being used for the sound engineer, including sound effects. Format TBC	Tech Day
Stage Plan, list of properties and set	9pm Monday 8 th January 2024

*PRS/Body Of Persons details and any stage plan/technical/sound/lighting requirements, are also needed for One Plus and Choir entries.

NFYFC Performing Arts Competition – Drama

REMINDER: Read in conjunction with **NFYFC General Rules**. Further information can be found at <http://www.nfyfc.org.uk/CompetitionsResources/competitionsresources>

1. ELIGIBILITY (including BACKSTAGE)

- 1.1 Open to one team per club. Mixed teams of up to 2 clubs will be allowed where a club is unable to enter a team of its own, and should submit one entry form between them.
- 1.2 All competitors must be 28 years of age or under on 1st September 2023 and 10 years or over on the day of the competition, and a full member of a club affiliated to NFYFC
- 1.3 A maximum of six helpers who need not be of membership age but must still hold current associate membership cards will be allowed. These 6 helpers must produce membership cards on the day of the competition. These six helpers include make-up and dressing room helpers, but does not include the licensed chaperone.
- 1.4 There is no restriction to the number of helpers who are of membership age, all helpers who are visible on stage must also be in this age group, as must the Prompt if used - 28 years or under on 1st September 2022 and over 10 years on the day of the competition.
- 1.5 **Producer** each production must have **one** appointed; who must be a member or associate member.
- 1.6 **Team Liaison Person** each production must have **one** appointed; as a member of the cast. This person will make decisions on behalf of the team. This person will also be responsible for ensuring their cast leave the changing rooms tidy and ensuring no school items are missing or broken.
- 1.7 **Live Musical Accompaniment MUST** be performed by an in age YFC member(s) with valid membership card(s). They cannot be Associate Members. They can be sited on or off stage. Taped sound effects/music is permitted (NFYFC cannot be held responsible for the efficiency or quality of any sound system in any venue used).

2. PROCEDURE

- 2.1 Drama is a form of storytelling used to show the strengths and weaknesses of human nature.
- 2.2 Teams may choose either a single act from a full-length play, excerpts from a full-length play or a complete a one-act play.
- 2.3 Plays can be presented in curtain setting with cut-outs. Box sets will be allowed, and all sets must be freestanding. Backcloths can be flown outside of the time allocation.

3. CONTENT/MATERIAL (TASTE/DECENCY)

- 3.1 Members are reminded that in taking part in the Performing Arts Competitions, material of a questionable nature will be penalised. Members are asked to bear in mind that they are performing to a family audience.
- 3.2 Producers/writers must carefully consider how taste, sexual matters, violence and strong language is dealt with. Every audience includes people of different ages (including young children), cultures, religions and sensitivities. Audience sensitivities and standards do vary widely, and producers/writers should be very mindful of this at all times.

4. TIMING

- 4.1 Platform time shall not be more than sixty (60) minutes, which will include setting performance and clearing the stage. The performance must be a minimum of twenty minutes. A penalty of 2 points per minute under or over the 60 minute limit.
- 4.2 A maximum of 30 minutes will be allowed for teams to use as they see fit to include technical preparations, and rehearsal time at **Tech Day on Saturday 10th February**. This time frame is subject to change dependent on entries, and to the notes in section 6.5 regarding performances at height and/or high risk.

5. SCALE OF MARKING: Potential 100 points

If the total platform time exceeds sixty minutes, groups are liable to a penalty of two points for every minute or part minute over sixty minutes.

Acting **40**

Not so much examples of outstanding individual performances as the general standard of the performance as a whole, teamwork and high average level of acting, audibility, timing, light and shade, movement and gesture and variety of tone.

Production **35**

Interpretation of the play; tempo and variety of pace, casting and the blending of the players into a team; grouping; business; smoothness of the presentation as a whole.

Stage Presentation **15**

The setting; stage dressings; properties; efficiency of stage management; effects; costumes; make-up lighting; safety considerations.

Dramatic Achievement **10**

Suitability of the play for the available cast; effectiveness of the performance within the scope of the play; endeavours and general standards.

6. USE OF THEATRE

- 6.1 Where published works are used within the production, the team **must** provide original copies of the script and the adapted script for use by the judges at all stages of the competition. If providing published scripts, do not photocopy scripts (original copies only) unless written authorisation has been obtained from the publisher and a copy of the authorisation accompanies photocopies. Similar letters of permission should be obtained for any cuts made in a script, or for the performance of extracts from full-length plays, which are still under Copyright Protection.
- 6.2 Team must send in 2 copies of the script/resume/plot (photocopies are NOT allowed) with their Entry Form **by 9pm on Monday 8th January 2024**. If any amendments/cuts have been made to the original, these must be highlighted with both the original wording and the new amendments. **To photocopy or reproduce copyright material by any means is to break the Law of Copyright and be liable to prosecution.**
- 6.3 ***It is the responsibility of the team to ensure the correct Royalties are paid for each performance.***
- 6.4 Where appropriate, Clubs must pay Royalties to publishers – A PRS form is included with this pack. This should be completed and returned to HFYFC **by 9pm on Monday 8th January 2024**.
- 6.5 Any performances at height or deemed to be high risk (i.e. use of silks or wires to suspend the performer) must be notified to HFYFC in writing **by 9pm Monday 8th January 2024**. The performance will then be agreed to by the Health and Safety Officer. HFYFC reserves the right to refuse to allow any activity deemed unsafe or too high risk.
- 6.6 Competitors to note that under no circumstances must live animals be used at any round of the competitions due to animal welfare and insurance purposes.
- 6.7 Use of Pyrotechnics, Flour, Smoke Machine, Dust, Water, Fogs and Aerosols is strictly forbidden at the HFYFC round of the competition.
- 6.8 **One backcloth only may be flown.** The flying and striking of backcloths shall be done in addition to the 60 minute platform time. Note that this is the ONLY set striking that shall be allowed outside of the 60 minutes.
- 6.9 Nothing is to be pinned, stapled or attached to the walls or fixings other than those provided on the stage area.
- 6.10 Teams are to submit a Stage Plan and list of set and props **by 9pm Monday 8th January 2024**.
- 6.11 Lighting and sound details must be sent to the County Office with the Entry Form **by 9pm on Monday 8th January 2024**. Teams who fail to provide this information will have to accept available sound and general lighting only.
- 6.12 Teams must supply a list of the cast, producer, musicians, back stage helpers and chaperones, which will be used in the programme and for booking in entries. Only people appearing on this list will be able to gain entry to the back stage area and be admitted free of charge to the venue.
- 6.13 Filming and photography is not permitted by supporters. Filming and Photography can only take place if you have full permission from everyone on stage (written parent consent from under 18's parents) and should not be placed on any social networking sites

6.14 There will be **NO** admittance to the auditorium or backstage whilst a team is performing. Access to the backstage area is only permissible by the wearing of an issued wristband

7. HEALTH, SAFETY & SAFEGUARDING

- 7.1 All productions **MUST**, as part of the competition, **submit on Tech Day** a detailed Risk Assessment of the production that covers all activities both on and off the stage. Teams entered are responsible for producing a Risk Assessment that is adequate and suitable for all activities within the production.
- 7.2 There are no marks awarded for the Risk Assessment, but if it is not forthcoming by Tech Day then the Stage Manager, Health and Safety Representative and Entertainments Task Group reserve the right to disqualify the team.
- 7.3 The Stage Manager, Health and Safety Representative and Entertainments Task Group reserve the right to refuse an activity which they do not believe to meet current safety standards, and to stop any production they deem to be unsafe.
- 7.4 All teams must abide by Health & Safety and Fire Safety Regulations of the venue. All stage scenery must be fireproofed. Copies of any venue regulations are included within these rules. Note this information should be recorded in your Risk Assessments.
- 7.5 All electrical equipment must be PAT tested by a competent electrician prior to the competition. PAT testing will be available at the Technical Day on **Saturday 10th February 2023**. Any equipment not tested will not be allowed in the building. Electrical items must not be left unattended in the venue.
- 7.6 **Body of Persons** – please note that for any members taking part that are still in school age, a Body of Persons Exemption licence form is required to be completed to include name, address, school and performance and chaperone details. This form is included in the entry pack and needs to be sent to the County Office along with the Entry Form by the deadline date of **9pm on Monday 8th January 2023**.
- 7.7 **Chaperones** – Each club must provide 1 licensed chaperone per every 10 school age members with minimum of two (or 1 to 6 if there are school age with extra requirements) Each club must provide the name of their appointed, licensed chaperone that must be present from the time that the team enters the venue until their departure from the venue. The chaperone must produce a valid chaperone licence from Herefordshire Council or evidence that an application for a licence has been made and is being processed. The decision of the HFYFC Safeguarding Officer as to whether sufficient evidence has been produced will be final. Chaperones may not take part in any other aspects of the performance.
- Chaperones are also required to complete the NFYFC Online Safeguarding before carry out chaperone duties.
- 7.8 More information on the responsibilities of a chaperone and an application form can be found on the Herefordshire Council website at:
https://www.herefordshire.gov.uk/directory_record/2014/chaperone_licence
An application form is also available from the county office.
- 7.9 All common passageways in the school are monitored by CCTV that also carries audio recording. This does not cover the hall or classrooms. By submitting Entry Forms, competing members are agreeing to having their images and voices recorded.
- 7.10 **Teams are reminded of their safeguarding responsibilities at practices and rehearsals as well as during the actual competition.**

HFYFC One Plus Competition

1. REPRESENTATION

Open to any number of teams per Club. Mixed teams of up to 2 clubs will be allowed where a club is unable to enter a team of its own and should submit one entry form between them. This competition is open to current members and out of age associate members too.

2. ELIGIBILITY

All competitors who are current Members or Associate members will be required to produce on the day of the competition their current, signed NFYFC membership card that has the members' photograph properly attached. Teams must note that competitors who are not members or associate members are not covered by the YFC insurance policy during the competition or in rehearsals for the competition.

An entry may consist either of competitors who are all 28 years of age or under on 1 September 2023 and 10 years of age or over on the day of the competition and full members of a Club affiliated to HFYFC or may contain Associate members (who are 29 years of age or older on 1 September 2023). Where Associate members are used, the number of under-28 members must be equal to, or more than, the number of Associates. An entry must consist of at least two people – there is no restriction on the maximum number.

3. PROCEDURE

Each entry is to present the visual arts in good taste and suitable for a theatre audience. Entries may include music, but the performance must include other aspects of the Performing Arts – for the avoidance of doubt this is not a singing contest.

Material of a questionable nature will be penalised. Producers/writers must carefully consider how taste, sexual matters, violence and strong language are dealt with. Every audience includes people of different ages (including young children), cultures, religions and sensibilities. Audience sensibilities and standards do vary widely and **teams must bear in mind that they are performing to a family audience.**

Live or pre-recorded music or accompaniment can be used and can be provided by Associate members or non-members. **Pre-recorded music must be submitted to HFYFC by Tech day, A PRS form may need to be completed for any accompaniment and should be included with your entry form, a PRS Form is included with this pack.**

Entries may include set and props, but these should be kept to the minimum and complex lighting and/or sound will not be permitted. **Please include a stage plan and list of set and props with your entry form.**

4. HEALTH, SAFETY & SAFEGUARDING

The Stage Manager, Health and Safety Representative and Entertainments Task Group reserve the right to refuse an activity which they do not believe to meet current safety standards, and to stop any production they deem to be unsafe.

All teams must abide by Health & Safety and Fire Safety Regulations of the venue. All stage scenery must be fireproofed. Copies of any venue regulations are included within these rules.

All electrical equipment must be PAT tested by a competent electrician prior to the competition. PAT testing will be available at the Technical Day on **Saturday 10th February 2023**. Any equipment not tested will not be allowed in the building. Electrical items must not be left unattended in the venue.

Body of Persons – please note that for any members taking part that are still in school age, a Body of Persons Exemption licence form is required to be completed to include name, address, school and performance and chaperone details. This form is included in the entry pack and needs to be sent to the County Office along with the Entry Form by the deadline date of **9pm on Monday 8th January 2024**. Any amendments or additions after this has been issued must be received by the county office no later than **9pm on Monday 8th January**.

Chaperones – Each club must provide 1 licensed chaperone per every 10 school age members with minimum of two. Each club must provide the name of their appointed, licensed chaperone that must be present from the time that the team enters the venue until their departure from the venue. The chaperone must produce a valid chaperone licence from Herefordshire Council or evidence that an application for a licence has been made and is being processed. The decision of the HFYFC Safeguarding Officer as to whether sufficient evidence has been produced will be final. Chaperones may not take part in any other aspects of the performance. More information on the responsibilities of a chaperone and an application form can be found on the Herefordshire Council website at: https://www.herefordshire.gov.uk/directory_record/2014/chaperone_licence An application form is also available from the county office.

Chaperones are also required to complete the NFYFC Online Safeguarding before carry out chaperone duties.

Teams are reminded of their safeguarding responsibilities at practices and rehearsals as well as during the actual competition.

5. TIMING

The permitted duration for the performance is a minimum of three (3) minutes and a maximum of six (6) minutes which will include setting, performance and clearing the stage.

The stage managers will be responsible for timing and procedure

6. SCALE OF MARKS AND PENALTIES

Originality	20
Presentation	30
Overall Effect	50
Total	100

Penalties – time deductions are two marks for each half-minute (or part thereof) over or under the allocated time.

7. AWARDS

Entries consisting of members only will be judged in a separate class to those which consist of members with associate members, unless there are less than four entries in total

HFYFC Prize cards will be awarded to teams placed 1st, 2nd and 3rd in both classes.

As per the Competitions Committee AGM in October 2015, it was agreed that Clubs not entering the full Entertainments competition will be able to earn up to half of the points awarded to the Entertainments competition, towards the end of year trophies (under 26 category only).

Clubs entering the Entertainments competition are still encouraged to enter this competition, but they will not receive point towards the end of year trophies from this competition in addition.

HFYFC De La Tour Davies Challenge

1. REPRESENTATION & ELIGIBILITY

Open to one entry per Club. Each Club will nominate a member to speak on its behalf who shall be 28 years of age or under on 1st September 2023 and 10 years or age or over on the day of the competition.

2. PROCEDURE

Each club will complete and submit the entry form and the nominated member will be interviewed by the Judge(s) in an informal atmosphere, which will include giving reasons for selecting the charities supported during the year.

The Judge(s) will use the following criteria:

- Amount of money raised during the competition year from 1st September 2022 to 1st September 2023.
- Charitable work done.
- Ingenuity of method, and money raised.

Money raised for the club itself CAN be included in your entry.

3. SCALE OF MARKS

Amount Per Member	20
Interview	20
Ingenuity	20
Charitable Work	20
Amount	20
Total	100

4. AWARDS

The De La Tour Davies Trophy to the club placed first
HFYFC Prize Cards to the Clubs placed 1st, 2nd and 3rd.

Competition Aim

To give an overall picture of the charity work carried out by the clubs in HFYFC which we can use for publicity and the good name of Young Farmers

To encourage Young Farmers Clubs not only to support charities but to think out new ways of doing so and to work out which ones are the most appropriate for us to give our time and money.

To this end, the Reverend and Mrs De La Tour Davies Challenge Trophy, which is in the form of silver flames representing Faith, Hope and Charity is competed for annually.

HFYFC Shinning Stars Competition

1. REPRESENTATION

Open to any number of teams per Club. Mixed teams of up to 2 clubs will be allowed where a club is unable to enter a team of its own and should submit one entry form between them.

2. ELIGIBILITY

A team shall consist of a minimum of one member and a maximum of 6 members, of each of whom must be 28 years of age or under on 1st September 2023 and 10 years or over on the day of the competition, and a full member of a club affiliated to NFYFC

Clubs may enter members in the “one plus”, “Shinning Stars” and “performing Arts competitions”, but the same material cannot be used.

3. PROCEDURE

To promote members’ interest and involvement in the presentiaiton and development of the visual arts e.g. Music, Dance, Theatre, Recitation, Comedy Reviews.

A minimum of one member, and maximum of 6 members, to present visual art/s in good taste and suitable for a theatre audience. Material of a questionable nature will be penalized. **Teams are reminded that they will be preforming to a family audience**

Live or pre-recorded music or accompaniment can be used and can be provided by Associate members or non-members. **Pre-recorded music must be submitted to HFYFC by Tech day. A PRS form may need to be completed for any accompaniment and should be included with your entry form, a PRS Form is included with this pack.**

All performances will be asked to perform in front the house curtains and will not have a full stage to use.

4. HEALTH, SAFETY & SAFEGUARDING

The Stage Manager, Health and Safety Representative and Entertainments Task Group reserve the right to refuse an activity which they do not believe to meet current safety standards, and to stop any production they deem to be unsafe.

All teams must abide by Health & Safety and Fire Safety Regulations of the venue. All stage scenery must be fireproofed. Copies of any venue regulations are included within these rules.

All electrical equipment must be PAT tested by a competent electrician prior to the competition. PAT testing will be available at the Technical Day on **Saturday 10th February 2023**. Any equipment not tested will not be allowed in the building. Electrical items must not be left unattended in the venue.

Body of Persons – please note that for any members taking part that are still in school age, a Body of Persons Exemption licence form is required to be completed to include name, address, school and performance and chaperone details. This form is included in the entry pack and needs to be sent to the County Office along with the Entry Form by the deadline date of **9pm on Monday 8th January 2024**. Any amendments or additions after this has been issued must be received by the county office no later than **9pm on Monday 8th January 2024**

Chaperones – Each club must provide 1 licensed chaperone per every 10 school age members with minimum of two. Each club must provide the name of their appointed, licensed chaperone that must be present from the time that the team enters the venue until their departure from the venue. The chaperone must produce a valid chaperone licence from Herefordshire Council or evidence that an application for a licence has been made and is being processed. The decision of the HFYFC Safeguarding Officer as to whether sufficient evidence has been produced will be final. Chaperones may not take part in any other aspects of the performance. More information on the responsibilities of a chaperone and an application form can be found on the Herefordshire Council website at: https://www.herefordshire.gov.uk/directory_record/2014/chaperone_licence An application form is also available from the county office.

Chaperones are also required to complete the NFYFC Online Safeguarding before carry out chaperone duties.

Teams are reminded of their safeguarding responsibilities at practices and rehearsals as well as during the actual competition.

5. TIMING

Time Allowed will be 6 minutes including setting and clearing of the stage.

Penalties: Up to 15 seconds- 2 penalty Marks up to 30 seconds overtime- 5 penalty marks, a further 5 penalty marks will be deducted for every 15 seconds thereafter.

6. SCALE OF MARKS AND PENALTIES

Entertainment Value	40
Presentation	30
Originality	20
Overall Effect	10
Total	100 marks

7. AWARDS

HFYFC Prize cards will be awarded to teams placed 1st, 2nd and 3rd.

