

National Youth Committee

Event Guidelines

The National Youth Committee of the Pioneer Total Abstinence Association is one of the bodies within the association, directly responsible to the Board of Management. Their main objectives are to promote the PTAA within the youth of today, and to cater for the needs of our young Pioneers. To help achieve these goals, a number of events are hosted each year, coordinated by local groups, under the auspices of the National Youth Committee.

This document contains a set of guidelines for organising and running these annual events. The guidelines have been collated from the experience gained through organising these events in the past.



Table of Contents

<u>1. General</u>	<u>Page</u>
1. Advertising the event	5
2. Application for event	5
3. Banners / Signs	5
4. Event booklet	5
5. Financial/Organisational Report	5
6. Insurance	5
7. Mass	6
8. Media Report	6
9. Price	6
10. Schedule of events	6
<u>2. Seminars/Activity Weekend</u>	
1. Venue	
1 Accommodation	7
2 Audience	7
3 Facilities	7
2. Weekend	
1 Activities	7
2 Duties	
1 Before the weekend	7
2 During the weekend	8
3 First Aid	8
4 Information Packs	8
<u>3. National Ball</u>	
1. Accommodation	9
2. Mass	9
3. Menu	9
4. Promotion	9
5. Sponsorship	9
6. Ticket sales	9
7. Venue	9
8. VIP Guests	9
<u>4. Sports Competitions</u>	
1. Duties	
1 Before the Competitions	10
2 During the Competitions	10
3 After the Competitions	11
2. Financial	
1 Entry Fee	11
2 Sponsorship	11

3.	Information	
1	Accommodation	11
2	Directions / Signs / Maps	11
3	Timetable	12
4.	Presentation	
1	Presentation	12
2	Prizes	12
3	Speakers	12
5.	Venue	
1	First Aid	12
2	Pitches	12
3	Programmes	13
4	Refreshments	13
5	Toilets	13

Message from Chairperson of National Youth Committee

First set up in 1995 and then re-launched in 1997, the National Youth Committee has been quick to add significantly, and in a very positive way, to the Pioneer Association. Its main function from day one was to act as a support for the many Young Pioneers who are such a vital part of the association.

As with all new committees, especially in early years when the new challenges faced by the group seem daunting, time is taken not only to get both feet standing firmly on the ground, but walking in the same direction! Facing such challenges to further the chances and opportunities for Young Pioneers has been the goal of the National Youth Committee since the beginning.

The launch of the Young Pioneer Pin, the establishment of the Sports Competition, National Ball, Art Competition and the emphasis placed on School Visitations by young members of the association were among the earliest of the new innovations of the new committee. In addition it co-ordinates two Youth Seminars / Activity weekends annually

The NYC is widely known outside of Pioneer circles. Local and national newspapers, radio and television regularly contact its members for comments and opinions on topical issues, adding to the realisation by young people across Ireland that the Pioneers are not, nor ever have been, anything other than an organisation which challenges members to lead such a lifestyle that helps themselves and those around them.

This handbook has taken since 1995 to develop. Experience first had to be gained before words could ever be written. I've seen the work put in by so many over the years to make the activities outlined in this book such a success. It is the hope of the NYC, that this book will show others what it takes to host such events and to realise that to do so is in no way beyond the limitations of any group of Pioneers, irrespective of age.

Thank you all for your constant support,

Dermot Fagan.
Chairperson NYC

1. General

1.1 Advertising the Event

It is in the interest of both the committee and the association as a whole, that each event is properly advertised. It is important that as many medium as possible as used to do so. The greater awareness that is made of an event, the easier it will be to gain sponsorship from businesses. Where appropriate, entry fees should be advertised in both Euro and Sterling. Committees organising any activity should use as many of the following as possible: -

Internet	Advertise on Pioneer Website and any other pioneer sites.
Local media	Radio, Television, Newspapers, Mass bulletins.
Pioneer Meetings	Advertise through circulars/meeting agendas.
Pioneer Magazine	Youth-line or separate article.
UYC Newsletter	Contact Ulster Youth Committee
NYC Meeting	A representative should be available for National Youth Committee meetings.
Regional Secretaries	Utilise the secretary of each region to distribute information.

1.2 Application for Event

Centres who wish to host a national event should forward a proposal to their Provincial Committee. This proposal should include possible venues, and their committee members/event organising team. If the provincial committee do not receive any proposals, they should invite active areas in the province to consider the position of host. The responsibility of the host province rotates as per agreed *Schedule of Events*.

1.3 Banners / Signs

Where possible, Pioneer flags and banners should be displayed, especially in areas where the public or media will be present. Presentation areas should also have banners/posters displayed.

1.4 Event booklet

A booklet of some form if usually published for each event. It can be used to advertise sponsors, provide important information, or just act as a souvenir. While the booklet may be a good source of sponsorship, care should be taken when deciding on the cost of advertising space. A quotation should be obtained from relevant printers prior to deciding the number of pages/cost per page.

1.5 Financial / Organisational Report

Once the event is over, committees should compile a report to present to the National Youth Committee. This report should contain a financial statement of all income/expenses the committee had. The report should also include any points that may be deemed helpful to committees running subsequent events, i.e. problems & solutions encountered, shortcuts and best practice to successful events.

1.6 Insurance

The organising committee should ensure that there is adequate insurance cover provided, in case of an accident. The event may already be covered in current policies, or a supplemental cover policy may need to be obtained. A written confirmation should be obtained from the relevant insurance broker/company.

1.7 Mass

A Mass service should be organised where possible. This may be at the start of the event, e.g. the Ball, or at some point during the event, e.g. Seminars. When planning the Mass, the following items should be taken into consideration: -

- Where it will be held? – i.e. in hotel, hall or local church.
- Who will celebrate the mass? – The local priest, Pioneer priest, etc.
- At what time will it be held? – Plan so the Priest is available.
- Will there be a choir? – Local, from those attending event, etc.
- Who else will take part? – Readers, Prayers of the Faithful, Procession of Gifts, etc.
- What type of Mass? – Folk, Regular ‘Sunday’ Mass or Pioneer Mass.

1.8 Media Report

A second report, intended for public media should also be compiled. This should be circulated, with photographs where possible, to all medium used to advertise the event, and also to all sponsors. If this, or a more detailed report, is published on the Internet, then it should include the Internet address (*URL*). The report should also be sent to any local pioneer publications for that period, i.e. to a regional/diocesan annual magazine.

1.9 Price

Prices should be determined by examining previous events, and by considering expected sponsorship. Where possible, prices should be advertised in all currencies relevant.

1.10 Schedule of events

The table below defines which provincial committees’ responsibility it is, to find a host for the annual events. Readóirí and Quiz are run under the auspices of the Leisure Committees. The Ball, Sports and Seminars are the responsibility of the Youth Committees.

<i>Event</i>	<i>2003</i>	<i>2004</i>	<i>2005</i>	<i>2006</i>	<i>2007</i>
<i>Readóirí</i>	Connaught	Leinster	Ulster	Munster	Connaught
<i>Quiz</i>	Ulster	Munster	Connaught	Leinster	Ulster
<i>Sports</i>	Leinster	Ulster	Munster	Connaught	Leinster
<i>Ball</i>	Munster	Connaught	Leinster	Ulster	Munster
<i>Senior Seminar</i>	Connaught	Leinster	Ulster	Munster	Connaught
<i>Junior Seminar</i>	Ulster	Munster	Connaught	Leinster	Ulster

2. Seminars/Activity Weekend

2.1 Venue

2.1.1 Accommodation

The venue, which is to host, the event, should have the facilities to accommodate all those attending. The expected number of those attending should be determined from: -

- The capacity of the venue, or
- Numbers that attended previous events

Depending on the age of those attending, the accommodation may be sought in a hotel, hostel or school dormitory.

2.1.2 Audience

Originally, these seminars were held to facilitate all age groups within the Pioneer Association. However, since 1999 the seminar/activity weekends have been divided into two age categories.

- “*Junior*” – Caters for those Pioneers between the ages of 13 and 17.
- “*Senior*” – Caters for those Pioneers above the age of 17.

2.1.3 Facilities

The Venue should be able to provide facilities, or have facilities in the immediate vicinity, for the following: -

- Dining area.
- Entertainment
 - For entire Group
 - For smaller Groups
- Presentations
- Workshops

2.2 Weekend

2.2.1 Activities

The Activities for the weekends usually include some or all of the following: -

- Disco / Music
- Games (*Indoor or Outdoor*)
- Group discussions
- Open Forums
- Speeches/Presentations
- Mass

2.2.2 Duties

Before

Before the weekend, the following tasks must be completed: -

Application forms

Application Forms should be sent to all regional secretaries and any other interested parties who may wish to attend the weekend. It should be clear on these forms, what the cost of the weekend will be, when it has to be paid by, and to whom the forms should be returned. These forms should be returned to one person only. Application forms should contain a request for medical/dietary requirements. It should also contain a mandatory section for parental/guardian consent for attendance, and the permission to obtain medical attention, if required.

Entertainment

Arrangements for entertainment should be the responsibility of one person/group.

Menu

The meals provided during the weekend should be carefully planned. If possible, they should include a variety over the weekend. Special attention should be paid to special dietary requirements, e.g. vegetarians, diabetics, etc.

Speakers

Guest speakers should be asked to speak on topics relative to the weekend. They should be given clear guidelines as to the duration of the speeches and the audience that will receive them. There should be some time set-aside after each speaker, for them to respond to any questions from those attending.

NYC Event Guidelines

Timetable

The timetable should be designed so that it breaks up the speeches/debates (if any). If all the speakers are allotted time one after the other, then those attending the weekend may lose interest, and the benefit of the weekend overall will decrease.

During

Most of the time during the weekend can be broken into three main groups: -

Master of Ceremonies

This is the person, or group of people who chair any discussions, inform people of the events on the timetable, and introduce speakers. They will become the main contact for those attending.

Support personnel

This team will assist the organising committee during the weekend. These people should be competent of taking care of young individuals, and if possible, should be approved by a person of authority within the community. It is not necessary that the same people are available all weekend, but it is important to know who will be available at what times, and assign them suitable positions. They will be directly responsible to the organising committee. Their main responsibilities should include: -

- Provide any items required for the entertainment or discussion groups.
- Distributing items to and receives them from group workshops.
- Provide support within sleeping areas (e.g. school dormitories).

Team / Group Leaders

These will be members selected from those attending. If the entire group divides into smaller groups for games, discussions or workshops, these leaders will take control of their separate groups. There should be one selected as a senior leader to liaise between the leaders and the committee. There should be a short meeting at the start of the weekend to brief the leaders on their responsibilities.

2.2.3 First Aid

There should be first aid available at all times during the weekend. An emergency procedure should be made clear to those attending before each day starts. It should include whom to contact, and by what means. Local hospitals and general practitioners should be advised of the weekend before the weekend commences.

2.2.4 Information Packs

It is common practise to give all attending a folder or pack of information relating to the weekend. This usually contains a timetable of the weekend and any rules or regulations of the venue.

3. National Ball

3.1 Accommodation

A list of contacts for local hotels and B&B's should be made available. Where possible, a price list should be included.

3.2 Mass

A special Mass should precede the Ball. This is to help emphasize the spiritual aspect of our association.

3.3 Menu

Like the other events, the menu should cater for special dietary needs, e.g. vegetarians, diabetics, etc.

3.4 Promotion

The National Ball is open to all, pioneers and non-pioneers. It should be advertised everywhere possible – local media, pioneer events, web, newsletters, etc.

3.5 Sponsorship

In order to assist in advertising and running the Ball, some sponsorship may be required, to keep the ticket price as reasonable as possible. This is usually done, by selling advertisement space in a small booklet, which includes the menu and a welcome note from the chairperson.

3.6 Ticket sales

Tickets should be available from a central source. They should be distributed to those attending, on full payment of the ticket. Tickets may also be distributed to different centres/groups within the Pioneer Association to sell. In this case, a date should be fixed to have money returned, along with any unsold tickets. A record of where these tickets were distributed should be kept, to make reconcilements easier.

3.7 Venue

The venue should be chosen carefully. The number attending, and where they come from should be taken into consideration. Usually, the majority of those attending are from the surrounding areas. It is also important to ensure that an adequate public address system is available. Car parking facilities may also be deemed important.

3.8 VIP Guests

When inviting special guests, enough notice should be given to ensure they have sufficient time to make arrangements.

4. Sports Competitions

4.1 Duties

4.1.1 Before the Competitions

During preparation of the event, the following tasks should be assigned to members or groups. Depending on the organisational structure of the event, other duties may be defined, or some of these merged.

Facility Coordinator

This job is concerned with ensuring all the playing areas are available and properly equipped, including nets, flags, balls, markings, etc. They are responsible for public address systems, refreshment areas, changing rooms, toilets, etc. They are also responsible for arranging an area for the presentation of medals to the winning teams after the event,

Public Relations Officer

The main purpose of this role is to ensure everyone knows about the event, and to ensure they can find the venue easily. This included advertising the event i.e. via website, newspapers, local radio, other PTAA committees, etc. They should also supply a map of the venue, map/directions to the venue, and provide signposts where necessary on the local roads around the venue.

Referee Coordinator

As the name suggests, this person or team must organise referees and stewards/umpires for all games before the day arrives. They should provide a list of who referees/stewards each pitch, and during what times. They should also have a list of substitute referees where possible, in the event that some become unavailable.

Refreshment Coordinator

This person should ensure that there are refreshments available for those attending on the day. It should include organising tea/coffee and also a shop. They are responsible for ensuring that there are people available on the day to administer the tea and shop areas, and have correct price lists for all areas.

Timetable Coordinator

This person should collect all the team entries from the four provincial committees and create a timetable for the day. This timetable should reflect the teams who qualified for the final, ensuring that the same team is not scheduled to play two matches at the same time. It should also take into consideration where certain provinces may not have a team entered, and not have a time where pitched are not utilised, while other teams are waiting to play.

4.1.2 During the Competitions

The following areas should be addressed to ensure the competitions and presentations during the day proceed smoothly. Where possible, those assigned to these duties on the day, should include those involved in the specific areas prior to the day.

Facility Coordinator

This person should ensure that the teams for the next match are available in time. Preferably, there should be someone assigned to each playing area, and also to monitor the other areas – refreshment, shop, gate, etc. This person/team should also ensure that the staging area for the presentations is prepared in time.

Public Address

It should be clearly indicated who is responsible for making announcements and other public addresses. This person/team should be familiar with the PA equipment, and be known by all officials/stewards on the day. They should also have the responsibility to ensure any guest speakers are briefed on the format of the presentations, and that the prizes are available. It is important that they are very familiar with the venue layout and timetable.

Referee Coordinator

This person/team should ensure that each game has enough stewards and referees during the matches. They should work with the facility coordinators to ensure the next match is ready, and to relay the match results to the competition coordinator.

Competition Coordinator

This person ensures that the matches run to schedule, and also update leader boards.

Refreshment Staff

People responsible for serving/making refreshments, and those working in the shop.

Admission Staff

If there is an admission fee, admission staff should be properly informed on all information regarding entry.

Parking Attendants

If there are people assigned to direct traffic to car/bus parks, they should be clearly distinguishable from other people attending.

First-Aid Staff

It is necessary that there is some form of first aid on site. There may be specialised groups in the local area that can offer this service for the day, e.g. St. John's Ambulance, Red Cross, etc. However, a member of the committee should be assigned as a contact for these groups. These groups should be assigned an easily accessible area, to both the playing areas, and the general public. There should be an unobstructed route from this location to the public road. These people should be given clear directions to all hospitals/doctors in the area. The First Aid areas should be clearly marked, and highlighted on the map of venue.

4.1.3 After the Competitions

Once the competitions are complete, there should be a team organised to tidy the venue so that it is left as it was before the day commenced. They should also be given the responsibility of returning any borrowed/rented equipment.

4.2 Financial

4.2.1 Entry Fee

Each province taking part in the All-Ireland competitions are required to pay an entry fee. This entry fee will be determined by the National Youth Committee.

Entry fee to competitors at other levels of this competition are defined at provincial level.

The decision to charge an entry fee should be made by the organising committee of the event. The decision should be made with respect to both competitors and the general public. This decision should be expressed to all teams/areas wishing to take part, before the day. If there is a decision to charge a fee to general public, but not to competitors, then competitor passes should be made available to those taking part. The passes should be sent to the teams/committees on receipt of their entry form. Late entries will not receive a pass.

4.2.2 Sponsorship

As the sports competitions can be expensive to run, most of the expenses will be paid for by means of sponsorship. Sponsorship is usually gained by placing advertisements in a programme of the day's events. It is the responsibility of the organising committee to raise this sponsorship.

4.3 Information

4.3.1 Accommodation

A list of local hotels, hostels and B&B's should be made available to provincial committees and to the teams taking part.

4.3.2 Directions /Signs / Maps

Directions to the venue should be made available before the day of the event. It should include a map where possible. Approaching roads to the venue should be signposted, where necessary, on the day of the competitions.

A map of the competition area should also be made available to those present on the day. This map can be included in the programme, or posted in the venue.

It should contain the following detail: -

- Playing areas
- Offices
- Presentation area
- Refreshment areas
- Toilet / changing areas
- First Aid
- Emergency access routes

Where possible, this information should be included in any correspondence to teams, and also included on pioneer websites.

4.3.3 Timetable

The timetable for the competitions should be made as soon as provincial entries have been received. The timetable should only contain games that there are teams entered for. This is so there are no teams waiting to play while there are empty playing fields. It should be constructed so that there is no team is entered in two competitions at the same time. Where possible, finals should be scheduled as late as possible in the timetable.

4.4 Presentation

4.4.1 Presentation

All winning competitors will receive their prizes at the presentation ceremony, after all the competitions have finished. These prizes should be awarded by a senior pioneer figure. If a team cannot wait until the ceremony, their prizes will be delivered afterwards. The presentation should consist of a brief speech, followed by the award presentations. An area should be set aside for photographs once the competitors receive their prizes.

4.4.2 Prizes

Prizes for competitors are at the discretion of the organising committee, however they should be of sufficient prestige to be awarded to an All Ireland competition winner. There are a total of 288 prizes required, (144 Gold and 144 Silver), in the following categories: -

<i>Age Categories</i>	<i>Badminton</i>			<i>Basketball</i>		<i>Gaelic Football</i>		<i>Soccer</i>	
	<i>Boys</i>	<i>Girls</i>	<i>Mixed</i>	<i>Boys</i>	<i>Girls</i>	<i>Boys</i>	<i>Girls</i>	<i>Boys</i>	<i>Girls</i>
<i>9 – 12 Gold</i>	2	2	2	7	7	7	7	7	7
<i>9 – 12 Silver</i>	2	2	2	7	7	7	7	7	7
<i>12 – 15 Gold</i>	2	2	2	7	7	7	7	7	7
<i>12 – 15 Silver</i>	2	2	2	7	7	7	7	7	7
<i>Over 15 Gold</i>	2	2	2	7	7	7	7	7	7
<i>Over 15 Silver</i>	2	2	2	7	7	7	7	7	7

4.4.3 Speakers

During the presentation, there may be a number of guest speakers present. These speakers should be asked to keep their speeches as brief as possible.

4.5 Venue

The venue selected for the All-Ireland final should be of sufficient standard to host such an event. It should have easy access to the public, with the following facilities. It should also be able to cater for all who attend on the day. If all competitions are full, then there is a possibility of 576 people competing in total. There will also be parents/supporters attending.

4.5.1 First Aid

First Aid stations should be set-up within the venue. These should be clearly marked on maps and in the programme.

4.5.2 Pitches

The pitches should be lined and fitted out as per normal sporting rules. Pitches available should be as follows: -

- Badminton - Should have a minimum of 3 courts.
- Basketball - Should have a minimum of 2 courts.
- Gaelic Football - Should have a minimum of two pitches.
- Soccer - Should have a minimum of two pitches.

NYC Event Guidelines

4.5.3 Programmes

Programmes should be available for purchase in a central location. If there is a 'gate charge' the programmes should be available at the entrance to the venue.

4.5.4 Refreshments

There should be an area available to serve refreshments to all present. A shop could provide an extra source of sponsorship. There should be a list of other catering facilities in the area, i.e. hotels, restaurants, etc.

4.5.5 Toilets

Changing and toilet facilities must be easily available to both competitors and everyone else attending. These facilities should be provided separately for both male and females.