

Lions
youth
of the year



Club Manual

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Lions Youth of the Year Program

Club Manual

Issued for the information and guidance of
Lions, Lioness, Leos Clubs and Club Branches within Multiple District 201

Introduction

This manual is the contribution of the Multiple District Youth of the Year Committee to the better understanding and conduct of the Program with the aim of maximising participation by Clubs.

The potential of the Program as an aid in fostering and developing the leadership qualities of the youth of today is unlimited and all Clubs are urged to participate in the Program.

The Program is to be known as “The Lions Youth of the Year Program”.

Aims

The Lions Youth of the Year Program is designed to foster, encourage and develop leadership qualities of our youth, in conjunction with other citizenship qualities, at the age when they are about to enter the fields of higher education, or, employment.

The Lions Youth of the Year Program provides the youth of Multiple District 201 with the incentive to pay greater attention to the general qualities that are so vital in developing them into first class citizens. The qualities sought, apart from academic attainments, are those of leadership, personality, sportsmanship, public speaking and good citizenship.

The importance of public speaking is recognised at all levels with a specific award to the candidate judged to be the best speaker.

Child Protection

All Lions personnel involved in the conduct of a Youth of the Year event must familiarize themselves with the Child Protection Policy and Procedures. It is available for downloading at:

<http://lionsclubs.org.au/wp-content/uploads/2013/03/4-15-CHILD-PROTECTION-PROCEDURES-Youth-of-the-Year-Child-Protection-Procedure-Version-2-0.pdf>

Chapter 1 Roles of Club Chairperson & Committee

- 1.1 Receive and study Program material from District Chairperson.
- 1.2 Become familiar with the Rules and requirements to conduct the Program as set out in this Manual (ref Appendix 4 for a suggested Year Planner)
- 1.3 Encourage Club Board of Directors to accept adoption of Program and provide necessary funds. As Youth of the Year is a community service, funds may be drawn from the Club's Activity Account and could include any of the following:
 - meal costs for contestants, judges and possibly school personnel
 - purchase of contestants' prizes and judges' gifts
 - depending on level reached, some accommodation and travel costs
- 1.4 As soon as the Board adopts Program participation:
 - (a) Return fully completed Club Entry form and fee, if applicable, to the District Chairperson (in accordance with the requirements of your District).
 - (b) Co-operate with neighbouring Clubs to share Contestants
 - (c) Publicize all levels of the Program in your area (ref Chapter 6).
- 1.5 Ensure Club judging is completed by the date as set out by the State Chairperson.
- 1.6 Enlist co-operation of all Club members with:
 - (a) Supporting Contestants at Club level.
 - (b) Supporting your winner at subsequent levels of judging.
- 1.7 Select Contestants by approaching schools (ref Chapter 3).
- 1.8 Select judging panel. (ref Chapter 4)
- 1.9 Conduct Club judging.
 - (a) Interview (ref Chapter 5.1)
 - (b) Public Speaking function (ref Chapter 5.2)
- 1.10 Complete Club Winner Advisory form and send immediately with original Entry Form (keep copy) of winner to Chairperson of next level.
- 1.11 Acknowledge assistance received with follow-up correspondence to Contestants, Judges and schools.
- 1.12 Contestants must be contacted to prepare them for the following year.

Chapter 2 Rules of the Program

2.1 Levels and Timing of the Program

The winners of each of the following levels of judging proceed to the next level (ref Chapter 3.5). The dates of the various levels of the Program are determined by the State Chairperson, but are to be guided as follows:

Club Level	at least 1 week before the Zone Final.
Zone Level	at least 1 week before the Region Final.
Region Final	at least 2 weeks before the District Final.
District Final	at least 2 weeks before the State Final.
State Final	at least 3 weeks before the MD Convention.
National Final	during the MD Convention.

2.2 Participation and Eligibility

2.2.1 Each Lions Club, Club Branch, Lioness Club or Leo Club may accept or decline participation in the Program.

2.2.2 Participating Clubs must conduct a Club Final in accordance with the format laid down in this Manual. (ref Chapter 5)

2.2.3 Entry is open to all Australian youth:

“Australian youth means a young person who satisfies the requirements set out in the next following sub-clause and who, at the beginning of the Program year (July 1) is:

- (i) a citizen of Australia, PNG or Norfolk Island or
- (ii) a person having the right to reside in Australia for a period of not less than two years and six months (2½ years) from that date – and who will continue to reside in Australia not less than that period (this is to ensure that the winner is available for all travel related prizes awarded at the National Final)
- (iii) is over the age of 15 as at 30th of June of the year of the National Final and is also under the age of 19 years as at the 30th June in the year of the National Final.

The Program will be open to Youths who are attending or have attended a high school or other secondary school or equivalent standard of school in any other educational establishment, including TAFE colleges and schools of isolated and distance education, in the Lions year in which the National Final is to be conducted. This includes current university students who entered in the calendar year prior as secondary students. (those students who have attended secondary school and have therefore completed their secondary schooling in the July – December period are eligible to participate).

Entrants cannot compete at more than one Club level judging in any Program year.

2.2.4 A student who has been a State Winner in the Program is not eligible to re-enter the Program.

2.3 Rules for Entrants

All Entrants are required to:

- 2.3.1 Comply with the eligibility requirements. (ref Chapter 2.2.3).
- 2.3.2 Complete the Entry Form accurately and to the best of his/her ability.
- 2.3.3 Maintain an appropriate standard of dress; wear school uniform if available.
- 2.3.4 Accept the decisions of Judges as final.
- 2.3.5 Be available to participate in all levels of the Program on the dates as set down (ref Chapter 2.1) and at locations advised by the Chairperson of each level of the Program.

2.4 Conduct of the Program

- 2.4.1 The Club must conduct the Program in accordance with the requirements set out in this Manual.
- 2.4.2 The Entry Form and Interview shall comprise 80 points and the Public Speaking section 30 points. The breakdown of points must follow the format set out in the "Guide to Judges" document.
The allocation of points to each section of the Program cannot be changed.
- 2.4.3 The Program consists of 3 stages:
 - (a) Entry Form
 - The Entry Form is to be filled out by the Contestant (ref Chapter 2.3.2) and signed by the School Principal and Club President, or their delegates.
 - Include information from previous 2 years only.
 - List in "dot point" format for ease of reading by Judges.
 - All information supplied is to be on the Entry Form, no attachments are to be accepted.
 - Verbal updates may be provided to the judging panel during the interview.
 - The entry form may be updated at any stage up to the state final.(Refer to 2.4.8)
 - (b) Interview
 - The Interview is to be 30 – 40 minutes in duration and is to follow the format set out in the "Guide to Judges" document, with a panel of independent Judges. There will be 4 general knowledge Questions asked of each candidate during the interview.
 - (c) Public Speaking function
 - Consists of 2 impromptu speeches (2 minutes each) and an original speech, prepared by the Contestant on a topic of his/her choice (5 minutes' duration).
 - The Public Speaking function takes place before an audience of Lions, family and friends and may be at a regular Club Dinner Meeting, or at a special meeting for this project.
 - The order of appearance of contestants must be determined by a random ballot draw.

2.4.4 Mandatory public function judging procedure:

The conduct and format of the program is the responsibility of the club, however the two (2) impromptu questions MUST be scheduled prior to the prepared speeches at all levels of the Program.

To ensure compliance with State Child Protection laws, Contestants MUST be accompanied by 2 adults; 1 male and 1 female are to be present.

Prior to the commencement of the impromptu question, all contestants (except the first speaker) are to retire to a suitable soundproof room. As each Contestant completes their turn with the impromptu questions, they are to resume their place in the room/auditorium.

No contestant is to leave the room after they have completed their impromptu questions.

All contestants remain in the room/auditorium for all prepared speeches.

2.4.4.1 Two Minute Impromptu Questions

- (a) Impromptu questions must avoid questions asked at earlier levels or subjects related to the topics or content of the contestants' prepared speeches.
- (b) The master of ceremonies reads the question once.
- (c) A typewritten (or printed) in large type, 20 point, for example, version of the question is placed before the Contestant.
- (d) The question is read a second time. The printed version remains in place, in front of the contestant.
- (e) **Timing commences on the utterance of the last word of the question.**
- (f) Timekeeper rings a clearly audible **double bell** on the lapse of 2 minutes. A penalty is incurred if the Contestant proceeds beyond the completion of the current sentence after the elapse of 2 minutes. The penalty will be 0.25 of a point.
- (g) **There is no warning bell during the impromptu questions.**
- (h) Each Contestant, in order of the draw, will be introduced and asked the same TWO questions in the same manner and order.

2.4.4.2 Prepared Speeches

- (a) To be an original speech on a topic selected by the Contestant (ref Chapter 3.4.8)
- (b) **Timing commences on the utterance of the first word of the prepared speech.**
- (c) Timekeeper rings a clearly audible single bell on the lapse of 4 minutes. A penalty is incurred if the Contestant does not proceed beyond 4½ minutes of elapsed time. The penalty will be 0.25 of a point.
- (d) Timekeeper rings a clearly audible double bell on the lapse of 5 minutes. A penalty is incurred if the Contestant proceeds beyond the completion of the current sentence after the elapse of 5 minutes. The penalty will be 0.5 of a point for each 15 seconds' period, or part of a 15 seconds' period, that the contestant continues to speak. (8 seconds over incurs a 0.5 point penalty; 16 seconds over incurs a 1.0 point penalty).

- (e) A microphone is the only aid permitted (lapel or roving microphones are acceptable, but only if they are available at the venue used). No other aids are permitted including (but not limited to) electronic devices, electronic presentations, charts, props, music, musical instruments, photos, charts etc.

2.4.5 The Chairperson of the Judging Panel is the only person to make the announcement of the winners at the conclusion of the Public Speaking function. The announcements are to be carried out in the following order:

- (a) Public Speaking winner, followed by the
- (b) Overall winner.

There will be only one Youth of the Year winner and one Public Speaking winner; however one person may win both sections.

There are to be no draws in either section at any level of the Program.

2.4.6 In general, only one winner proceeds to the next level, however specific conditions apply at Zone and some District levels. (ref Chapter 3.5 for details).

2.4.7 In the event of a Club having only one (1) entrant, that entrant shall proceed to the next level of the Program. It is suggested, however, that to gain experience, one of the following alternatives MAY be considered:

- the Club may invite the Contestant to deliver his/her Prepared Speech at a Dinner Meeting of the Club;
- the entrant MAY participate in the Final of another Club as a "Guest Entrant", subject to the agreement of the other Lions Club. The entrant would NOT be scored by the judges or be eligible to win either the Public Speaking or Overall sections of that Club.

2.4.8 To enable a contestant to update the claims that s/he recorded on the initial Entry Form, a contestant may submit an updated Entry Form at any stage of the program, up to and including the State Final. Revised Entry Forms must be endorsed by the contestant's school and sponsoring Lions Club. The revised Entry Form must be submitted to the relevant YOTY Chairperson at least seven days prior to the conduct of that Youth of the Year final.

2.5 Fees and costs

2.5.1 The Youth of the Year Program is self-funding and there are no funds allocated through Multiple District budgets for this project. Sponsorship may be raised at any level, but the major sponsor must always be recognized as such at every level (refer Chapter 7.4)

2.5.2 Club level

All clubs must allow for costs through the annual budgeting process. It is the club's responsibility to determine the costs and these may include, but not necessarily limited to:

- (a) hire of venue
- (b) meals for judges and contestants
- (c) prizes and presentations (ref Chapter 7.2)
- (d) District fee as determined by the District Cabinet.
- (e) Other costs as determined by the Club

Chapter 3 Contestants

3.1 Sources at Club level

- 3.1.1 Students of secondary/high schools, TAFE colleges and schools of distance education.
- 3.1.2 First year university students provided that they have attended a secondary school in the Lions year of the national final.

3.2 Approach to Schools

- 3.2.1 Program Chairpersons will achieve greater success if they visit schools and form personal contacts with principals, teachers and the body of senior students from whom contestants are drawn.

The interview with the School Representative

- (a) Take all forms. Discuss and leave a supply.
- (b) Advise the school of the Youth of the Year website (ref. Chapter 6.2)
- (c) Outline aims of Program (ref page 3), stressing the value to Contestants:
 - An opportunity to experience the interview situation.
 - An opportunity to meet other young people of similar interests.
 - An opportunity to meet distinguished members of the community in a congenial atmosphere.
 - An experience in publicly presenting their leadership qualities and speaking abilities.
 - An introduction to Lions community involvement.
- (d) Give details of eligibility (ref Chapter 2.2)
- (e) Outline conduct of the Program.
 - Composition of the judging panel. (ref Chapter 4.2)
 - Points awarded during the judging procedure. (ref Chapter 2.4)
 - Prizes offered. (ref Chapter 7.2)
- (f) As principals are wary of overloading staff and students with extracurricular activity, reassure them that :
 - Selection of entrants is the only work involving staff.
 - Judging is done out of school hours.
 - Discuss methods of selection to be used. (ref Chapter 3.3)
 - Confirm that only the winner of each level of the Program is required to attend further judging panels. No further time demands are required of students who are eliminated at all levels.
 - All judging is complete by mid May at the MD Convention. No further demands are required of students' study time after that date.
 - Arrange for promotional pamphlets to be distributed to students.
 - Arrange to meet with students and answer their questions.

3.3 Selection of Contestants at Club Level

3.3.1 There are a number of ways to meet with students

(a) Small group of likely contestants

(b) Assembly Presentation

- Give an outline of the Program.
- Distribute Contestant material.
- Inform Contestants of details of Club judging.
- Confirm time and place for private interview with all contestants.
- Answer questions.
- Ask for applicants.
- Ask for applicants to meet with you.

OR

(c) Mini Program within School

- Request permission from Principal to conduct a mini Program within the school (ref Chapter 3.6)

Ask Staff to make recommendations of likely candidates and keep in contact with the staff member. Their support is vital.

3.3.2 If available, former contestants may be invited to support Club Chairpersons in discussions with school personnel and potential contestants.

3.4 Briefing the Contestants

It is preferable that the briefing be held with the Contestant's parents present. This will ensure that they understand the commitment being made. Make arrangements to visit the Contestant's home at a mutually convenient time.

Take a copy of the Entry Form and the "Judges' Guide" with you to use for reference during the briefing.

3.4.1 Advise Contestants of the format of the Program including the:

(a) Entry Form requirements (ref Chapter 2.4.3a)

(b) Interview will be 30 - 40 minutes in duration. Assure Contestant that it is a friendly, relaxed experience. (ref Chapter 2.4.3b)

(c) Public Speaking function (ref Chapter 2.4.3c)

3.4.2 Explain the makeup of the judging panel (ref Chapter 4.1.1)

3.4.3 Explain the breakdown of the points scoring system (ref Chapter 2.4.2 and "Judges' Guide" and "Score Sheet" form).

3.4.4 Make sure the Contestant is aware of the ongoing commitment through all stages of the Program (Club, Zone, Region, District, State and National). This may include the need to travel distances to the higher levels.

3.4.5 Ensure the Contestant meets the eligibility criteria (ref Chapter 2.2.3)

3.4.6 Outline the prizes for the State and National winners (ref Chapter 7.2.4 and 7.2.5)

3.4.7 Answer any questions. If unsure, advise the Contestant you will find out the correct answers. Contact your District Chairperson for any clarification needed.

3.4.8 Although the contestant's prepared speech is an original speech on a topic of their choosing (ref Chapter 2.4.4), contestants should be made aware of the LCI position regarding the discussion of partisan politics and sectarian religion when they are considering their prepared speech.

3.4.9 Advise the Contestant of the Youth of the Year website and Facebook page (ref 6.2).

3.5 Winners at Zone, Region, District and State Levels

N.B. A Public speaking award is made at each level of the Program. The Public Speaking winner does not proceed to the next level of judging unless he/she is also the overall winner.

3.5.1 Zone Contestants are the winners of Club judging.

3.5.2 Region Contestants are the winners of Zone or Club judging, as applicable. Where there is a Zone judging, 2 Contestants may proceed to Region level judging. There will be no announcement of first and second places at Zone level.

3.5.3 District Contestants are the winners of Region judging.

3.5.4 State Contestants are the winners of the District finals.

3.5.5 In the event of a winner being unable to fulfill the attendance requirements of the next level of the Program, the runners up (in order of finishing) shall be offered the position.

At all levels, Chairpersons MUST submit the names of the winners to the Chairperson of the next level. No scores are to be disclosed at ANY time.

3.6 Running a Mini Program in the School

3.6.1 Preparation for Mini Program

Arrange:

- At least one staff member as a co-organizer and co-Judge.
- A group of interested students as audience.
- A double area in the school comprising a waiting room for Contestants and an audience room for conduct of the mini Program.
- A staff or committee member to accompany Contestants in waiting room.
- Modified entry forms (see Appendix 3) completed by all Contestants before time of mini Program, arranged in alphabetical order.
- Score sheets (see Appendix 4)
- Staff assistance to compile a set of four questions to be used for all Contestants:
 - (a) General knowledge of Australian or International affairs.
 - (b) A current affairs matter requiring the Contestant to express an opinion.

3.6.2 Conduct of Mini Program

- Staff member introduces Program Chairperson to Contestants and other students in audience room.
- Program Chairperson presents brief introductory address.
- Contestants retire to waiting room with adult minder.
- Each Contestant is called separately to answer the same questions put by same interviewers.

MAXIMUM TIME 10 MINUTES EACH.

- Interviewers retire to collate scores
- Interviewers return to audience room and Program Chairperson announces the names of those to proceed to the Club Final. The number will depend on the requirements of the Lions Club - no order or merit to be disclosed and score sheets are kept private.
- Distribute official Youth of the Year Program material to school representatives to proceed to the Club Final and arrange time to:
 - (a) Collect Contestant Entry Form
 - (b) Inform Contestants of details of Club judging (see Chapter 4)
 - (c) Advise Contestants to begin preparation of 5 minute original speech.
 - (d) Confirm time and place for the interview.
 - (e) Confirm time and place for the public function.

N.B. If Mini Program is adopted, please photocopy the Score Sheet in this manual (Appendix 3).

Chapter 4 Judges

4.1 General points for all levels

- 4.1.1 At Club, Zone and Region level a panel of three (3) is acceptable.
- 4.1.2 At District, State and MD Finals five (5) judges MUST be provided.
- 4.1.3 It is desirable that one of the judges be a representative of the major sponsor.
- 4.1.4 The categories of judging and the allocated points cannot be altered.
- 4.1.5 A person may participate as a Youth of the Year judge once ONLY in any Lions year (i.e. 1st July to 30th June).
- 4.1.6 It is strongly recommended that a reserve judge be available in the event that a judge is subsequently not available.

*The role of a **reserve judge** is that he/she is to be available in the unlikely event that a judge is unable to continue; before the interview commences, during the interviews or before the commencement of the public speaking. The reserve judge sits-in on the interviews and participates in each interview. He or she scores each contestant on each criterion; however, these scores DO NOT contribute to the total of the judges' scores. The reserve judge's scores only apply, in the unlikely event that one of the judges is unable to continue, with the judging process.*

4.2 Sources of Judges

- 4.2.1 Prominent citizens who are:
 - (a) **NOT** Lions (including Honorary Lions, Privileged Lions and Affiliate members), Lionesses or Leos
 - (b) not staff members of Contestants' schools
 - (c) not otherwise associated with Contestants
 - (d) of varied occupations and interests
 - (e) able to relate to youth
 - (f) preferably experienced with youth
 - (g) of varied age groups from both sexes

- (h) Lions partners are acceptable, though other sources should be exhausted before appointing them
- (i) **representative of the major sponsor**

4.2.2 Guide list only:

Mayor	Accountant	City Councillor
Shire Engineer	Solicitor	Personnel Manager
Doctor	Educationalist	Architect
Local MP	Minister of religion	Bank manager
Company director	Youth leader	Local community identity
Previous winner	Local govt Councillor	

4.3 Briefing of Judges (Refer also to appendix #4; p22)

4.3.1 Contact prospective Judges and:

- ensure that they understand the requirements of Chapter 4.1.5.
- outline aims of Program (see page 2)
- explain the time commitment to:
 - meet with other Judges and set the required questions
 - attend the private interview
 - attend the public speaking function
- provide details of Contestant eligibility
- outline format of Program:
 - Private interview; 30 - 40 minutes per Contestant
 - Public function judging; 2 impromptu questions (2 minutes each) and a 5 minute original speech prepared on topic of contestant's choice.
- know that judgement is based on the criteria published on the Score Sheet.
- provide times and places for the Private Interview and Public Function.
- advise the judges of the Youth of the Year website (ref. Chapter 6.2)

4.3.2 Write to each Judge, including:

- a list of all members of the judging panel
- a copy of the Judges' Guide and Score Sheet forms. (Emailing PDFs is acceptable).
- a request to prepare 4 general knowledge/current affairs questions for selection at an informal meeting of Judges with Program Chairperson. The four questions should relate to each of these areas; local, state, national and international knowledge.
- The time and place of the informal meeting of the panel with the Program Chairperson.

4.3.3 Conduct a meeting with the panel so that all Judges:

- become acquainted
- become familiar with the Judges Guide and Score Sheet forms.
- collaborate in selecting the best 4 questions for the Interview and the best 2 questions for the Impromptu Questions from their submissions.
- are provided with a copy of all entry forms (These may be emailed as PDFs).

NB Use the "Judges' Guide" as the reference material for this meeting.

4.3.4 Judges MUST be provided with:

- a copy of each contestant's Entry Form
- a Judges' Guide
- a Score Sheet; one for each contestant
- note paper

4.3.5 Confirm the time and place of judging with the judges for both sections of judging.

Chapter 5 Running the Club Final

5.1 General

- (a) Ensure the venue chosen is suitable and has:
 - good acoustics or sound system
 - a soundproof room nearby
- (b) Meet and brief judges one week before the event (ref Chapter 4.4)
- (c) Write to the Contestants setting out the requirements for the Interviews and Public Function (date, place, times, etc.)

5.2 Interviews (Refer to Appendix 4, p22; Briefing the Judges)

- 5.2.1 The purpose of the interview is to provide each contestant with the opportunity
- (a) to verify, clarify and to amplify the claims that they have made on their entry form.
 - (b) to test each candidate's general knowledge/current affairs (ref. 4.3.2)
 - (c) to judge each contestant's personality. (This can be enhanced in the less formal atmosphere of a meal or an afternoon tea).
- 5.2.2 Preparation for Private Interview
- (a) Arrange the judging time, considering:
 - convenience for panel and contestants
 - the number of Contestants
 - (b) Brief and prepare the Contestants (ref Chapter 3.4)
 - (c) Brief the Judges (ref Chapter 4.4).
 - (d) Establish a private interviewing area with:
 - and chairs arranged informally for panel and Contestant
 - a nearby adjoining sound proof waiting room for Contestants.
 - (e) Appoint a committee member to accompany waiting Contestants.
 - (f) Provide spare Guides to Judges with score sheets for panel.
- 5.2.3 Conduct of Private Interview
- (a) All Contestants answer the same four (4) prepared general knowledge questions with the same order of Judges participating in questioning.
 - (b) Further questioning will depend on the individual responses of Contestants.
 - (c) Each Judge records an individual assessment of each Contestant in the categories heading the score sheet, completing the sub totals by the end of the private interview section.
- NB. It is important that these scores are finalized at the completion of the interviews and NOT revisited during the considerations at, or after, the Public Speaking function.**

5.3 Public Speaking Function

5.3.1 Preparation for Public Function

- (a) Reconfirm time, place and format of public function judging with judging panel and Contestants.
- (b) Ensure that the venue is suitable:
 - Judges table has a direct view of the stage
 - the microphone is working (where used)
 - assistants are appointed and briefed
 - the sound proof room is appropriate
- (c) Appoint Club members to assist with the duties:
 - 2 members; 1 male and 1 female, to accompany contestants in the sound proof room
 - usher each contestant to the podium
 - 2 timekeepers required (ref Chapter 2.4.3 for timekeeping rules)
- (d) Invitations to the public function judging are to be extended to parents and friends of Contestants, school principals and staff assisting with selection, reserve Judge, local press and anyone else interested.
- (e) A running sheet for the conduct of the function (ref Appendix 2)

5.3.2 Conduct of Public Function Judging

- (a) Timetable the impromptu question section immediately after the call to order and other necessary formalities.
- (b) Timetable the prepared speech section after the main course.
- (c) Follow mandatory judging procedure for the Public Speaking function at all levels (ref Chapter 2.4.4)
- (d) Impromptu speeches:
All Contestants (except the first speaker) retire to a sound proof room until called. After speaking, they return to their seat. Contestants **MUST** be accompanied by one (1) male and one (1) female adult, whilst they wait their turn to speak.
- (e) Prepared speeches:
Contestants remain in the audience until called.
- (f) The scores of the Public Speaking section are tallied by the judging panel. Those scores are added to the points awarded for the Interviews to determine the overall winner. The Interview scores are NOT to be reconsidered at this time.
- (g) Usually, there will be only one Youth of the Year winner and one Public Speaker winner at all levels. One participant may win both sections. **ONLY** the overall winner can proceed to the next level of the Program. (There may be circumstances, where by prior agreement, the top two or three scoring contestants proceed to the next level).
- (h) The Chairperson of the Judging Panel is to be the only person to announce the winning participants to the assembled gathering (ref Chapter 2.4.5).
NOTE. Second placing to be confided to Program Chairperson in the event of illness or other cause of withdrawal of winner.
- (i) Certificates, prizes and judges' gifts should be presented at the conclusion of the Public Speaking function. (ref Chapter 7.3)
- (j) In closing your Club judging, announce details of the next level of judging.
- (k) Write letters of appreciation to Judges and Contestants as soon as possible after the Club judging.

REMEMBER:

Support from your District Chairperson, State Chairperson or Program Chairperson for Australia, is just a phone call away.

Chapter 6 Public Relations

6.1 Press and Publicity

The Lions Youth of the Year Program is a project arousing great local interest and pride in the school principals, teachers, parents, relatives and friends of the Contestants.

Prominent citizens on judging panels and families and friends of Lions Club members add to the range of personal involvement.

It is most important that our major sponsors are recognised at every opportunity, both in the media and by using sponsor personnel as Judges. Make sure that the sponsor is recognised at every function. Borrow a sponsor's banner if available.

Host Club Program Chairperson at all levels should sufficiently impress editors of local newspapers with this wide following, to ensure preliminary publicity and subsequent report and photographs of all public function judging.

If press representatives are unable to attend the public function judging the Program Chairperson should submit a report and photographs to local newspapers immediately after the judging before the news becomes old.

6.2 Website

The Youth of the Year website can be found at www.lionsclubs.org.au/yoty. This website contains all current information available for the Program and is updated regularly throughout the year.

Entrants should be encouraged to visit this website and read all the material it contains.

All printed material is available for downloading on this site.

Contestants who download Entry Forms from this site may choose to fill in the form on their computer, as these are writeable PDFs. All sections **MUST** be completed on the form in the same way as a handwritten entry.

It is **NOT** acceptable to download the form and simply attach a Personal Resume that the Contestant may have already prepared.

Chapter 7 Prizes, Certificates, Sponsorship, Supplies

7.1 General

- (a) A public Speaking award is made at each level of the Program. This winner does not necessarily proceed to the next level of judging unless he or she is also the overall winner. (Refer; 5.3.2 (f))
- (b) Varying levels of District Program entry fees and varying donations of trophies and trips result in the values of prizes varying among Districts.
- (c) Prizes should be presented by a District Officer or Official Guest.

7.2 Prizes and Presentations

YOTY Chairpersons, at all levels, should familiarize themselves with YOTY memorabilia available at; <http://www.lionsclubsshop.com.au/>

7.2.1 Club level (Suggested)

- (a) All contestants receive a participation certificate and pen.
- (b) Winner; receives a certificate and a gift voucher to the **value of \$50**.
- (c) Public Speaking winner; receives certificate and a gift voucher to the **value of \$25**.

Judges

- (a) At Club level a Certificate of Appreciation and token gift.
- (b) At other levels Host Club President or selected Lion makes presentation as at Club level.
- (c) At all levels Program Chairperson should write letters of thanks.

7.3 Certificates

7.3.1 The following certificates are available:

- (a) Finals: Club, Zone, Region, District and State
- (b) Public Speaking winner
- (c) School Participation
- (d) Appreciation

These certificates are available from all District Chairpersons, or, via download from the website, as Word docs or writeable PDFs. (Obtain the logon and password to access these from your District Chairperson).

7.3.2 Guide for use of Certificates:

- Ensure that all certificates are completed before the public speaking function begins.
- Certificates are to be presented to all Contestants and Judges at all levels of the Program.
- Each entrant will receive a certificate naming them as a finalist, with a special certificate for the overall winner and one for the public speaking winner.
- Certificates for entrants should be presented in a frame or compendium with the explanation that the certificate should be inserted in the student's Personal Folder for future reference.
- Certificates for judges should be framed
- Examples of wording to include on the certificate include:
 - Name (Entrant or Judge)
 - Level (Club, Zone, Region, District, State)
 - Description (Finalist, Winner, Judge)

7.4 Sponsorship

General points for all levels

- 7.4.1 The major sponsor should always be recognised at an early stage in the public function judging.
- 7.4.2 It is recommended that minor sponsorship be sought at all levels.
- 7.4.3 There should be no conflict of interest between sponsors at various levels.
- 7.4.4 Care to be taken that sponsorship is compatible with youth welfare and the aims of Lions Clubs International and the Program.
- 7.4.5 Funds so derived to be used only for the Program.
- 7.4.6 Sponsors are to be suitably acknowledged at the level of their sponsorship.

7.5 Supplies

The type of supplies available for prizes and presentations will vary from time to time as determined by the MD Committee. The details of all supplies and the current prices may be seen on either of the following websites:

Youth of the Year: www.lionsclubs.org.au/yoty

or

Multiple District: <http://www.lionsclubsshop.com.au/>

Check if your District Chairperson has supplies, or order directly from the MD office in Newcastle.

Appendix 1 National Finalists' Tour

- 1) The tour is approximately 16 days' duration.
- 2) The tour is for the six State winners.
- 3) The tour commences on 27th December, depending on travel arrangements.
- 4) The state winners attend the Lions International Youth Camp at Rotorua, New Zealand. This will be immediately followed by six days at the locality/state of the national winner.
- 5) At the State Final, the sponsoring Club of the State winner is given first right of refusal to host the State winners when visiting that State.
- 6) In the event of the sponsoring Club's refusal to host the State winners, the State Chairperson will duly appoint a host club.
- 7) The Travel Coordinator will issue the Travel Itinerary as early in the new Lions year as possible (July/August).
- 8) The Host Club, in conjunction with their State Chairperson, is responsible for:
 - billeting the State Winners in comfortable and appropriate accommodation

- formulating an itinerary of activities and local sight-seeing, including, where possible, meetings with Lions and sponsor dignitaries (see 12 below)
 - provision of all local transport required in carrying out such itineraries
 - providing the following to the Travel Coordinator, who, in turn, must copy the information to the National Chairperson and the Coordinator of Youth and Community Projects:
 - (a) contact name and phone number of Host Club liaison Lion, by mid-July.
 - (b) names, addresses and phone numbers of host families, by mid-October.
 - (c) proposed program while hosting, by the end of October.
 - Host families, billeting state winners, **MUST** undergo a Working With Children Check.
- 9) The State Chairperson should ensure that the Host Club advises him/her of the itinerary in their State.
- 10) The National Youth of the Year budget is designed to cover the costs of **national** transport (air fares, bus fares from capital to regional cities/towns, etc.) and does **not** have the capacity to extend to assistance with local expenses.
- NB: Clubs that anticipate any difficulty in meeting the expenses incurred in entertaining the state winners are advised; either to be conservative in the construction of their itineraries, or, as they are effectively entertaining the State Winners **on behalf of their states**, to seek assistance from the combined Districts in their State, in conjunction with their State Chairperson.
- 11) The State Chairperson should endeavour to ensure that appropriate media coverage is arranged.
- 12) All District Governors and Vice District Governors are to be advised by the State Chairperson when the State winners are visiting their particular State. A function should be arranged for the State winners with the District Governors and Vice District Governors and sponsor representatives in attendance.
- 13) The "formal" uniform for State winner is:
- Lions, blue swirl, tie supplied by Multiple District.
 - White shirt or collared blouse supplied by the State winner.
 - Black or navy blue slacks or skirt together with black shoes supplied by the State winner.
- The "casual" uniform is:
- Polo style shirt supplied by Multiple District. This can be worn with jeans, skirt or shorts with casual shoes.
- 14) The "Formal" uniform must be worn by State winners at all Official Lions and other Official Functions. As an alternative the "casual" uniform may be worn when leaving or arriving at airports, travelling on trains and buses. Remember, the purpose of the uniform is to identify as a group, proudly representing the Youth of the Year Program and Lions Australia.
- 15) At the conclusion of the tour a report is to be prepared and sent by each State winner to the Multiple District Chairperson giving their impression of the tour and the Program as a whole. The report should not exceed two pages and be provided (emailed) by the end of February.

Appendix 2**Sample Program for Club Final**

Lions Club of

Youth of the Year Judging

7.00 pm	Fellowship
7.25 pm	5 minute notice to start of meeting
7.30 pm	Call to order Welcome to Guests Invocation and Loyal Toast Lions Clubs International Objects
7.40 pm	Hand over meeting to Program Chairperson Introduce contestants Impromptu Questions
8.15 pm	Dinner
9.00 pm	Prepared speeches
9.45 pm	Judges retire Recess and Tea/Coffee
10.00 pm	Announcements by the judges' chair and presentations by the club president.
10.15 pm	Return meeting to Club President.
10.30 pm	Close

Appendix 3**LIONS YOUTH OF THE YEAR PROGRAM**

LIONS CLUB OF _____

MINI PROGRAM PRE-SELECTION**Score Sheet**

Scorers are asked to be familiar with all contest categories below, before the speakers begin. Using pencil will allow you to modify scores in comparison as more Contestants perform. Award the number of points you consider to be the appropriate proportion of the total allowed, consistent with the performance of the Contestant.

Contestant's Name

	Points Allowed	Points Awarded
A. Interview performance ONLY		
1. Scope and value of community interests	10	
2. General knowledge	10	
3. Knowledge and opinions of current affairs	5	
4. Personality in interview situation	15	
5. Fluency of expression	5	
6. Clarity and correctness of diction	5	
TOTAL	50	
B. From your personal knowledge of this Contestant award points for (omit this section if unacquainted)		
1 Leadership qualities	10	
2 Sporting and/or cultural activities	10	
3 Academic achievements in last 2 years	10	
TOTAL	30	

Appendix 4 JUDGES' BRIEFINGS

When meeting your judges for the very first time the purpose of the briefing must be outlined to them:

The purpose of the briefing is to ensure that all requirements of the judging criteria are met and that the assessment process is fair and equitable for all contestants.

1. A judges' chairperson is to be selected. The chairperson's role is to
 - Meet and greet each contestant as he/she is called for the interview.
 - Introduce each contestant to each of the panellists.
 - Welcome each contestant to the interview.
 - Manage and conduct the interview, with the other judges.
 - At the conclusion of the public speaking component, when the announcements are being made, to present a brief summation of the process to the audience; the quality of the candidates etc.
 - Announce the public speaking winner.
 - Announce the overall winner.

2. Explain the role of the reserve judge:

(The role of a reserve judge is that he/she is to be available in the unlikely event that a judge is unable to continue; before the interview commences, during the interviews or before the commencement of the public speaking. The reserve judge sits-in on the interviews and participates in each interview. He or she scores each contestant on each criterion; however, these scores DO NOT contribute to the total of the judges' scores. The reserve judge's scores only apply, in the unlikely event that one of the judges is unable to continue with the judging process).

3. The purpose of the interview is to provide each contestant with the opportunity **to clarify, to verify** and **to amplify** the claims that have been made on the entry form.

4. Determine the two impromptu questions:

These should be based on subject knowledge that all contestants are likely to have background familiarity. They should be limited to two sentences and 25 words. (If the YOTY final is higher than club level, then all previous questions asked, should be made available to the judges; as should the subject of each contestant's speech). Questions with an overt political content are to be avoided.

5. Determine the four general knowledge questions:

Generally, these should focus on issues based on local, state, national and international events. However, the subjects of the questions will need to be modified as contestants come together from a range of local government areas, suburbs, towns, regions and eventually states.

 - Closed questions **MUST** not be asked. An example might be; *"Who is the prime minister of New Zealand?"*
 - Questions should be open-ended; that is they require each contestant to elaborate on their knowledge and understanding of an issue. An example might be; *"What is your understanding of the issues concerning possible energy shortages confronting the eastern states of Australia?"*

6. Each contestant, when being interviewed, **MUST** be given the opportunity to elaborate on the claims that he or she has made on their entry form. If for example a contestant has written in criteria #1, Leadership, that she was the captain of the school netball team, then she should be asked to elaborate on her role in leading the team. For example: *What*

challenges did she encounter? How did she encourage her team to ensure that the game plan was implemented and agreed?

7. Judging Personality:

The longest official period of contact, with the contestants will be during the interviews, when they are in a state of considerable nervous tension. Therefore, ask that the judges mingle informally with the contestants whenever possible. The Youth of the Year chairperson may provide informal contact in the form of a morning tea or lunch. This unofficial contact is of great assistance in distinguishing between genuinely and superficially attractive personalities, and in assessment of the attributes listed in the personality category.

8. The briefing should conclude with agreement from the judges, including the reserve judge, as to who will ask questions pertaining to each of the entry criteria.
9. Judges should not hesitate to provide elaboration to a contestant if he or she fails to understand the intent of a question.
10. Judges may also provide limited prompting to a contestant, if he or she is experiencing difficulty in responding to a question.
11. At the conclusion of the interviews judges must make comparative judgements about each contestant and to review the scores awarded to each. It is highly likely that the first to be interviewed will become the unwitting benchmark, thus illustrating the need to review the points' allocation, for all contestants.

Appendix 5

Youth of the Year – Year Planner

PART 1 (July – December)

July	August	September	October	November	December
<p>Prepare yourself for the coming Lions year.</p> <p>Set your goals for the Youth of The Year.</p> <p>If new to the portfolio talk to the previous Chairperson. Obtain all manuals and supplies from previous Chairperson.</p> <p>READ THE YOUTH OF THE YEAR MANUAL!!</p>	<p>Contact local school or schools through the Principal and arrange to contact a staff member.</p> <p>Register Club's entry with District Chairperson.</p> <p>When Club Final pre-Christmas:</p> <p>REFER TO MANUAL</p> <p>Start organization.</p> <p>Order Club supplies pens / bannerettes / badges from Lions on-line shop. Ensure you use last year's supplies first</p> <p>When Club Final after Christmas</p> <p>See Part 2 of this Planner</p>	<p>Work with school contact staff recruit participants</p> <p>When Club Final pre-Christmas: (Timing depends on local needs)</p> <p>REFER TO MANUAL</p> <p>Planning:</p> <ol style="list-style-type: none"> 1. Organise judges. (including one reserve judge) 2. Confirm date, venue, time 3. Organise pre judging venue 4. Whip up club support <p>When Club Final after Christmas</p> <p>Advise District YOY and Zone Chairperson of the Club Final date</p>	<p>REFER TO MANUAL</p> <p>Meet with students. Ensure entry form is fully filled out.</p> <p>Meet with judges. Discuss & prepare questions. Contestant information to judges.</p> <p>Invite parents, teachers and community leaders.</p> <p>Forward completed Club Winner form to Zone Chairperson.</p> <p>When Club Final after Christmas</p> <p>Continue working with local schools Obtain entrants' names.</p> <p>Meet entrants to encourage them to prepare over Christmas break.</p>	<p>REFER TO MANUAL</p> <p>Meet with students. Ensure entry form is fully filled out.</p> <p>Meet with judges. Discuss & prepare questions. Contestant information to judges.</p> <p>Invite parents, teachers and community leaders.</p> <p>Forward completed Club Winner form to Zone Chairperson.</p> <p>When Club Final after Christmas</p> <p>Continue working with local schools Obtain entrants' names.</p> <p>Meet entrants to encourage them to prepare over Christmas break.</p>	<p>Have a happy Christmas!</p> <p>Keep in mind that your Club Final takes place in late January or early February.</p>

Youth of the Year – Year Planner
PART 2 (January – June)

January	Late January and early February (Schools resume)	March	April	May	June
<p>If possible obtain entrants from schools in the October / November period. (i.e. before students leave school for exams)</p> <p>Organise supplies of merchandise if needed.</p> <p>Prepare for Club Final REFER TO MANUAL</p> <p>Ensure you know the deadline for Club judging</p> <p>Organise judges. (including one reserve judge)</p> <p>Confirm date, venue, time</p> <p>Organise pre judging venue</p> <p>Whip up club support</p>	<p>Prepare for Club Final (Refer to Manual).</p> <p>Meet with students. Ensure entry form is fully filled out.</p> <p>Meet with judges. Discuss & prepare questions. Contestant information to judges.</p> <p>Invite parents, teachers and community leaders.</p> <p>Notify Zone Chairperson of Club Winner and forward completed Club Winner entry form.</p>	<p>Attend Zone Final. Ensure support from Club members.</p> <p>If a Zone winner keep Club support at Region and District Final.</p> <p>Zone Final (if required) Date: Place:</p> <p>Region: Final Date: Place:</p> <p>District Final: Date: Place:</p> <p>IMPORTANT: Please encourage Club members to continue to support the project through each stage. This is vital to show the young people that Lions support them.</p>	<p>State Final usually first or second Saturday in April: Date: Place:</p> <p>Location for following year will be announced after meeting of District Chairpersons following the State Final.</p> <p>Location by rotation amongst Districts.</p>	<p>National Final held at Multiple District 201 Convention.</p>	<p>Gather up all material belonging to the Youth of The Year Project and prepare to hand it over to next Club Chairperson.</p>

Appendix 6

POLICY: A NATURAL DISASTER IMPACTING A STATE OR NATIONAL FINAL

This Policy was proposed by the Youth of the Year sub-committee in November 2014 and endorsed by the Council of Governors at its January 2015, meeting.

- This policy & procedures are to apply where a contestant, at a State or National final is unable to attend owing to the impact of a natural disaster.
- Visual communication (video conferencing, Skype etc.) will be permitted, noting that it will be difficult to create a level playing field using this medium.
- This visual communication is to be used for the initial interview and for the presentation of the public speaking.
- If more than one contestant is affected by the natural disaster the matter is to be referred jointly to the Council Chairperson, Executive Officer, Legal Officer, National Treasurer, National Coordinator Youth & Community Projects and YOTY Program Chairperson for a decision on whether the event should proceed and their decision will be final.
- A participant, affected by a natural disaster, can only be accommodated, as detailed above, if the venue at the time has the capacity to comply.

STATE FINALS

- It will be the responsibility of the District in question, to make the arrangements at the home location of the contestant to provide the technology to meet the visual communication. It will be also the District's responsibly to ensure any time parameters set by the judging panel, or organising chair are met.
- It will also be the responsibly of the District to work closely with the State Coordinator to organise the availability of the visual communication at the final's venue, noting the State Coordinator already has demanding duties at this event. It is in the District's interest to ensure that these arrangements are met.
- It is normal that the order of speaking is by ballot and this can still apply for the prepared speech, but due to confidentiality constraints a contestant using visual communication would need to go first with the impromptu questions. It should also be noted that unlike the other contestants the remote contestant will not be provided with a written version of the impromptu questions at the conclusion of the question being asked twice.
- The off-site contestant should be exposed to an audience for their public speaking segment of not less the 20 people to create an appropriate environment.
- Because of time and other constraints, which include travel and accommodation, the scheduling of the State Final cannot be delayed or rescheduled. In the event that the affected contestant is unable to participate, the Final will proceed without him/her.

NATIONAL FINAL

- The same as for the State Final, noting that the State Coordinator would be expected to be at the National Convention to assist the rest of the committee with the National Final.

CONSIDERATION

- Costs, other than at the final's venue, are to be met by the District/s involved.
- If communications are affected at the contestant's home area, or indeed the area where the final is taking place, or that communications are less than satisfactory due to the effects of the natural disaster, or other reason, then the YOTY State Coordinator, in consultation with the National Program Chairman and the National Coordinator Youth & Community Projects has the final decision on this issue. The District Governors of that State will be consulted.

PUBLIC TRANSPORT TO STATE FINAL

- Public transport to the State Final of a District winner is the responsibility of that District, both in cost and arrangement. The contestant's Club may wish to take a lead role in this

matter as the District's agent; however, it should never be left to the contestant or the parents of the contestant. Furthermore, if it is an air fare that is required, it should be managed through a travel agent who can take charge, in the event of a natural or other disaster and provide the best possible outcome. It is recommend that budget airlines are not used.

PUBLIC TRANSPORT TO NATIONAL FINAL

- The YOTY sub-committee's, Travel Coordinator, is responsible for arranging travel, for the State winners to the venue for the National Final, through the MD's travel agent.