

Golden West Region 21

Regional Management Team

Guidelines and Procedures



Golden West Region Mission Statement

Golden West Region 21 of Sweet Adelines International, being at the leading edge of excellence in music and leadership education, is dedicated to providing a wide scope of personal growth opportunities to its members. Through a visionary approach, we enhance member capabilities and raise public awareness.

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ALL EVENTS TICKETS (AET)

- I. Complimentary AET registrations shall be offered at the **Arrangers Development Program Workshop**. [Link](#).
- II. Complimentary AET registrations shall be offered at the **Directors and Musical Leaders Workshop**. [Link](#).
- III. Complimentary AET registrations shall be offered at the **Leadership Workshop**. [Link](#).
- IV. Complimentary AET registrations shall be offered at the **MusicFest**. [Link](#).
- V. Complimentary AET registrations shall be offered at the **Spring Convention/Competition**. [Link](#).
- VI. Complimentary AET registrations shall be offered at the **Summer Seminar**. [Link](#).
- VII. Youth AET's
 - A. Youth AET's shall be ½ of the current registration price.
 - B. An age limit of 25 years and younger will apply to all youth.

Elections and Appointments

The Policy of the RMT is to follow the Election and Appointment Procedures specified in the Regional Management Team Handbook provided by Sweet Adelines International. The following is a brief synopsis of that procedure.

- I. **Regional Management Team (RMT) Election / Appointment / Ballot Schedule:**
 - A. Elections/Appointments will be held for, Events Coordinator, Marketing Coordinator, Director Coordinator, and Finance Coordinator in even years for terms beginning May 1 of the following (odd) year.
 - B. Elections/Appointments will be held for Education Coordinator, Communications Coordinator, Team Coordinator and Membership Coordinator in odd years for terms beginning May 1 of the following (even) year.
- II. **Nominating Committee**
 - A. A Nominating Committee shall be appointed in January of each year.
 - B. The Nominating Committee shall be comprised of one RMT member and two Region 21 members.
 - C. The RMT shall designate one of these members as chair of the Committee.
 - D. The Nominating Committee shall work with the RMT to solicit/disseminate information.

- E. The Nominating Committee shall appoint a Chair of Tellers to be ratified by the RMT by September 30.

III. Types of Elections

- A. Education Coordinator – International appointment.
- B. Director Coordinator – Elected by Chapter Directors – one vote per chorus.
- C. Membership Coordinator – Elected by Region 21 Chapters – one vote per chorus and Chapter at Large.
- D. Communications, Events, Finance, Marketing, Team Coordinators – RMT appointment.

IV. Election Responsibilities

- A. Nominations for Education, Director, and Membership Coordinators shall be solicited by the Nominating Committee from February to August with a deadline for return of application of August 30.
- B. Applications shall be sent to the chair of the Nominating Committee.
- C. The Chair of the Nominating Committee shall determine the eligibility of each candidate.
- D. The Chair of the Nominating Committee shall solicit appraisals from the applicant's references and other appropriate regional and international leaders.
- E. The Chair of the committee shall compile all personal evaluations such that no one can identify the person writing the evaluation.
- F. When all appraisals have been received for an applicant, the Chair of the committee completes the appraisal compilation form and destroys the signed appraisal forms.
- G. If the applicant is a current or former member of the RMT, the applicant shall complete a new application and the relevant evaluations may be retrieved from the regional files.
- H. The Regional Management Team shall send their recommendation(s) and all supporting documentation for Education Coordinator to International by September 30.
- I. If any nominee is currently serving on the RMT, she shall be asked to leave the room while her qualifications are discussed.
- J. The Nominating Committee shall prepare election information and ballots for the election of the Director Coordinator and the Membership Coordinator and distribute to choruses, directors, CAL members as appropriate by November 1 to be returned by December 1.
- K. The Chair of the Tellers Committee shall receive all ballots.
- L. The Teller Committee shall meet and determine results by December 15.
- M. The Chair of the Tellers Committee shall send a report of the election results to the Nominating Committee by December 31.
- N. The Nominating Committee Chair shall announce the results of all elections and appointments, first notifying all nominees. Notification is by telephone followed by a letter of confirmation. She also sends written notification to the RMT and to all chapters in the region.
- O. International appointments will be confirmed by International in January.
- P. The RMT member on the Nominating Committee shall poll unsuccessful candidates for election and international appointments about their interest in appointed positions on RMT.
- Q. The continuing and incoming RMT members shall appoint the Communications, Events, Finance, Marketing, and Team Coordinator by February 1.
- R. The names of the new RMT members shall be announced at the Regional Convention/Competition.

V. Storage of Ballots, Applications, Appraisals and Compilations

- A. The Chair of the Tellers Committee seals all of the ballots and tally sheets in a large envelope. She retains this envelope for 90 days and then destroys it.

- B. Personal Appraisals shall be destroyed once compiled.
 - C. Storage of applications and compilations may be paper files, electronic files on a cloud server or external drive, or on a CD and shall be stored for seven years.
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Gifts

I. International Convention

- A. It is the responsibility of the Team Coordinator to provide a small gift or flowers upon arrival at their hotel during the International Convention to all Region 21 International competitors and to any out-going Region 21 International Champion Chorus Director or Quartet.
- B. A small individual gift will be presented to each Region 21 chorus member competing in the International Competition during their chorus rehearsal prior to their competition.
- C. Letters of congratulations will be sent to the Region 21 chorus director(s) or quartet(s) who makes the finals or become the International Champion.
- D. A Regional Rally will be held for each competing chorus. The Marketing Coordinator will be responsible for creating a flyer to be sent out to the region.
- E. Young Singers Foundation auction gift – the Team Coordinator is responsible for acquisition of a gift in accordance with the budget.

II. Newly-Chartered Choruses

- A. It is the responsibility of the Team Coordinator to purchase a gift for newly chartered Choruses. *(example: SAI Gift Card to be used for the purchase of musical arrangement or supplies from SAI or donated coaching)*
- B. The gift shall be presented to the new chorus by the Team Coordinator or her designee.
- C. A “Baby Shower” will be held during the Saturday evening show at Spring Convention. Chapters will be invited to present a card and/or gift to the Director and President of any new chapter. They will be included on the schedule to perform on the show by the RCSC.

III. RMT Member Gifts

- A. Incoming
 - 1. Official Regional Management Team pins from SAI will be purchased and presented by the Team Coordinator at the Annual Budget Meeting to incoming RMT members.
 - 2. Region name badges, business cards and regional stationary will be presented to incoming RMT members at the spring budget meeting by the Communication Coordinator.
- B. Outgoing
 - 1. It is the responsibility of the current Team Coordinator to purchase gifts for the outgoing Team Members in accordance with the budget, but not to exceed \$50 each. When the Team Coordinator is one of the outgoing Team Members, it is the responsibility of the remaining Team members to assign the task to someone else.
 - 2. Past RMT pins are no longer available and will not be presented.

IV. Spring Convention and Competition

- A. Gifts may or may not be purchased for the Official Panel.

- B. Amenities for outgoing Regional Quartet Champs may be purchased by the Official Panel Liaison.
 - C. Amenities for active International Quartet Champions may be purchased by the Official Panel Liaison.
- V. **Summer Seminar**
- A. Love Gifts shall be presented to all International bound competing quartets and choruses (see Attachment 1 for current amounts). This includes Rising Star, Harmony Classic and Chorus and Quartet Competitions.
 - B. The Team Coordinator shall remind all Region 21 choruses that Love Gifts will be collected and presented at Summer Seminar.
 - C. The Regional Finance Coordinator shall provide Love Gift checks to the Regional Team Coordinator.
 - D. The Regional Team Coordinator shall prepare cards and gift bags for the Love Gifts.
 - E. Regional volunteers will be recognized at the Town Hall Meeting by RMT members with Thank You notes and "In Appreciation" Pins.
 - F. "In Appreciation" pins will be designed and purchased by the Marketing Coordinator and held by the Team Coordinator for distribution at Summer Seminar.

Golden West Magazine

- I. **Purpose.** The Golden West Magazine is the official publication of Sweet Adelines International Region 21. Published three times a year for distribution at Summer Seminar, MusicFest (Fall) and Spring Convention.
- II. **Media Kit.** Available from the GWM Editor annually with deadlines for all issues.
- III. **GWM Editor.** Funding is available as follows:
 - A. Regional events waive AET, fund half room, per-diem and travel for all functions in which she or her designee works.
 - B. International Convention & Competition with 4 days and nights (5 if Region 21 has a Harmony Classic contestant), AET, per diem, but not travel.
 - C. Regional Convention & Competition 3 nights, AET, per diem and travel.
- IV. **Finances**
 - A. All billing for ads will go through the Finance Coordinator as needed.

Golden West Region 21 Logo

- I. **Logo Usage**

The “Golden West Region 21” logo shall not be modified or integrated with another symbol. If a Region 21 member, quartet or chorus wishes to use on its stationery or other items the “Golden West Region 21” logo as well as its own quartet or chorus symbol, the two insignia should be separated by sufficient space that they do not appear to be a composite symbol.

Members of Region 21 may use the regional logo, but permission must be obtained from the Marketing Coordinator if the items on which the logo appears are offered for sale.

II. Requesting permission to use the logo for sale

When a chapter, quartet or member of the region desires to sell an item personalized with the “Golden West Region 21” logo, permission must be requested from the Marketing Coordinator. Permission for a sales item may be granted, provided that the item is not considered as competitive with items sold by the region, and provided the quality of the item reflects the desired image of Region 21.

The request should include the following information:

- A. An actual sample or commercial artist's completed sketch
- B. The use for which the item is intended
- C. The quantity of the item planned to be purchased and sold
- D. The expected sales price
- E. Promotional plans

Investment Policy

- I. **Purpose.** The purpose of an investment policy is to identify the types of investments suitable for protecting the reserve funds of the region. Reserve funds represent accumulated surpluses and are to provide funds for operating expenses, unforeseen future contingencies, and capital expenditures.
- II. **Investment Objectives.** The objectives of the investment policy are to maximize interest and dividend returns on accumulated cash reserves while, at the same time, attaining a proper and responsible balance among the factors of safety, liquidity, and yield.
- III. **Reserve Funds.** For the purpose of clarity, the following definitions will be used to identify the types of funds held by the region:
 - A. **Operating Funds:** Those funds expected to be spent in the normal course of business during the current budget cycle. Contingent upon cash flow needs, a portion of these funds may be invested in interest-bearing accounts.
 - B. **Short-Term Reserve Fund:** Short-term is defined as from one to three years. A portion of these funds are held to meet expenses from unanticipated activities required of the region to fulfill its purpose. The Regional Management Team based on recommendations provided annually by the Finance Coordinator, sets the percentage amount to be used for these purposes.
 - C. **Capital Expenditure Fund:** This fund is to be used for future capital expenditures. The amount of reserves allocated for these purposes will be determined annually by the Regional Management Team upon recommendation by the Finance Coordinator. These

funds may be invested either in short-term or long-term reserve fund portfolios depending upon anticipated use of the funds.

- D. Long Term Reserve Fund: Those funds in excess of operating funds, short-term funds, and the capital expenditure fund designed to maximize returns without exposure to undue risk and provide financial stability and cash flow.

IV. **Investment Guidelines**

- A. The Finance Coordinator shall be authorized to invest the region's surplus funds. The services of a registered investment firm or advisor may be sought to manage portions of the region's funds. The following procedure shall be followed to engage a new or replace a current registered investment firm or advisor:
 - 1. The Finance Coordinator recommends the hiring or replacing of an investment consultant to the Regional Management Team.
 - 2. The Regional Management Team may request an interview with the recommended consultant or representative of the recommended firm.
- B. Operating and surplus funds may be invested as follows:
 - 1. Operating and Short-Term Funds
 - a) Federally insured checking and savings accounts not to exceed \$100,000 each, including interest, at commercial banks or savings and loan institutions.
 - b) Federally insured certificates of deposit not to exceed \$100,000 each, including interest at commercial banks or savings and loan institutions.
 - c) Money market funds and mutual funds that invest in government-backed securities.
 - d) Direct obligations of the U.S. government, its agencies, and instrumentalities, which include treasury bills and notes.
 - e) Equity holdings, including mutual funds, may be selected from the New York Stock Exchange, American Stock Exchange, and NASDAQ market. The equity portion of the portfolio will be maintained at a risk level roughly equivalent to that of the equity market as a whole, with the objective of exceeding its results as represented by the S&P 500, net of fees and commission.
 - f) Maturity and/or return to principal scheduled to maintain a consistent cash flow to meet the financial obligations in a timely manner.
 - g) Generally, short-term funds may not be purchased at a premium.
 - 2. Long Term Funds:
 - a) Long-term funds may be invested in instruments as defined in the first four items under Operating and Short Term Funds;
 - b) To maximize total return on long-term funds, a portion of these funds may be used to purchase corporate bonds; the amount allocated to purchase corporate bonds will be reviewed annually by the Finance Coordinator;
 - c) The guidelines for purchasing corporate bonds are:
 - (1) High grade corporate bonds (rated AAA,AA, or A by Standard & Poor's or Moody's rating services)
 - (2) Each corporate bond may not represent more than five percent of total funds allocated for these investments;
 - d) The maximum maturity of corporate bonds may not be more than 10 years;
 - e) The Regional Management Team may restrict investments based on social and ethical criteria.

- V. **Restrictions.** No investments other than those defined in this policy may be made without approval of the Regional Management Team. These restrictions include, but are not limited to:
 - A. Foreign securities are prohibited
 - B. No private placements or mortgages may be purchased
 - C. Only dollar-denominated securities may be purchased

 - VI. **Reporting Procedures**
 - A. The Finance Coordinator will provide an investment report quarterly.
 - B. Annually (or more often, if deemed necessary), the Finance Coordinator will review performance and portfolio content of all investments and recommend to the Regional Management Team any changes in strategy.

 - VII. **Changes to Policy.** Investment policy and guidelines will be reviewed annually by the Finance Coordinator and any recommendations for revision will be presented to the Regional Management Team for approval.
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Regional Awards and Funding

- I. **Hall of Fame Award.** (Please see the Golden West Region 21 Standing Rules, Section VI – Annual Regional Competition/Convention, H. Award, 3. Hall of Fame)
 - A. The Communications Coordinator shall send nomination forms to all choruses by January 15 each year.
 - B. The date for return of nomination forms shall be March 1, or prior to the RMT Annual Budget Meeting.
 - C. The Communications Coordinator shall provide copies of all nominations to the RMT.
 - D. If a current member of the RMT is one of the nominees, her nomination form shall be excluded when the forms are distributed to the RMT and the RMT shall make every effort to meet without her knowledge in order to discuss her nomination.
 - E. If a current member of the RMT is one of the nominees and she knows about it, she will be asked to leave the room when her nomination is discussed.

- II. **Chorus Participation Award.** A chorus is eligible for consideration for this award based on the highest cumulative percentage of participation at each regional event. The percentage participation at each event is determined by the number of chorus attendees divided by the total chorus membership as determined by Sweet Adelines International membership records at the end of the fiscal year.
 - A. Percentages for each event are added together and one free AET for the following Spring Convention is presented to the top chorus in each size division of small, medium and large based on their totals.
 - B. A gift certificate in the amount of \$100 will be presented to the winning overall chapter for use at any future regional event.
 - C. Awards are presented at the Summer Regional Education event.

- III. **Chorus “GROW” Award.** The chorus “GROW” award is presented to the chorus with the greatest increase in membership from the end of the previous fiscal year to the end of the current fiscal year

based on membership totals provided by Sweet Adelines International. This number does not include dual members.

- A. One free AET for the following Spring Convention will be presented to the top chorus in each size division of small, medium and large based on the greatest increase in membership.
 - B. A gift certificate in the amount of \$100 will be presented to the winning overall chapter for use at any future regional event.
 - C. Honorable mention certificates will be presented to the two runners-up choruses.
 - D. Awards are presented at the Summer Regional Education event.
- IV. Novice Quartet Award.** (See the Golden West Region 21 Standing Rules, Section VI – Annual Regional Competition/Convention, D. Awards, 1. Novice Quartet Award.)
- V. Most Improved Quartet Award.** (See the Golden West Region 21 Standing Rules, Section VI – Annual Regional Competition/Convention, D. Awards, 2. Most Improved Quartet Award)
- VI. Summer Seminar Coaching Incentive.** This award has been discontinued.
- VII. Priority Seating at Spring Convention.** Priority seating at contest beginning spring 2014, will be selected by random draw from the top five choruses with the highest percentage of membership attendance at Summer Seminar.
- VIII. Billy McCann Small Chorus Fund.** The purpose of this fund is to provide financial assistance for continuing education to small choruses throughout the region.
- IX. In Appreciation Pin.** This pin is presented to all members who support the RMT during the Town Hall meeting at Summer Seminar. (These pins are in the possession of the Team Coordinator)
- X. Double Quartet Contest.** Winners of the Summer Seminar Double Quartet Contest will receive VIP seating at the following Spring Convention (w/guest).

Sales Tables

- I. **Eligibility for Sales Table – Also see individual event policy.**
 - A. Sales tables shall be offered at Spring Convention and Competition and at Summer Seminar to:
 1. Region 21 choruses and quartets who either won or are wild cards in Region 21 and are competing in the Sweet Adeline International Competition in the fall of the same or following year;
 2. Region 21 International Quartet Champions;

3. Club 21;
 4. Reigning Region 21 International Champion Chorus;
 5. Quartets eligible for returning to International competition by placement in the top 15, including those quartets who won in another region but include a member from Region 21;
 6. YSF, organized by the Regional Liaison
- B. Staffing must be provided by the group utilizing the table.
 - C. Only one 50/50 raffle may be held at each event. See specific event for eligibility.
 - D. The Regional Finance Coordinator shall send letters of invitation to those eligible for a sales table two months prior to the event.
- II. **Size and Location**
- A. Tables will be 6-8 feet in length.
 - B. Tables will be located outside of the boutique area, but in a high traffic position.
- III. **Staffing and Finances**
- A. Tables must be staffed by the sellers.
 - B. All proceeds from the sales shall belong to the sellers.

Arrangers Development Program (ADP)

- I. **Program Responsibilities**
- A. The ADP curriculum shall be developed by the ADP chair with input from the Education Coordinator.
 - B. The ADP publicity shall be designed or approved by the Marketing Coordinator.
 - C. The ADP program shall include one retreat annually plus inclusion in the Summer Seminar weekend.
 - D. The ADP chair shall staff a display at the Summer Regional Seminar and other events as pre-approved by the Education Coordinator.
- II. **Finances**
- A. The ADP Committee Chair shall collect all fees.
 1. Fees for retreat will be established at the Regional budget and planning meeting. (See Attachment 1 for current fees).
 2. Fees are transferable, but not refundable.
 - B. Complimentary AET registration to ADP Workshops shall be offered to:**
 1. ADP Faculty
 2. Education Coordinator
 3. ADP Chair
 4. Front Line Directors
 - C. ADP Chair expenses shall be paid for Summer Seminar

Directors and Musical Leaders Workshop

I. Program Responsibilities

- A. The Education Coordinator shall contract the faculty for this event in consultation with the Directors Coordinator.
- B. The Directors Workshop curriculum shall be developed by the Education Coordinator in consultation with the Directors Coordinator.
- C. The Directors Workshop bulletin and registration information shall be produced by the Marketing Coordinator and shall include the following information:
 1. Price of Workshop (note “transferable but not refundable”)
 2. Date and Location
 3. Hotel registration information and deadline
 4. Online bulletin and registration information shall be available 60 days prior to the event.
- D. The Events Coordinator is responsible for the facility contract and for all arrangements on site.
- E. The Marketing Coordinator is responsible for all publicity for the Directors Workshop.

II. Finances

- A. The Regional Registration Chair shall collect all fees and act as registration chair, or she may delegate the registration chair duties.
 1. Fees for the workshop will be established at the Regional budget and planning meeting. (See Attachment 1 for current fees).
 2. Fees are transferable, but not refundable

B. Complimentary AET registrations to the Directors and Musical Leaders Workshop shall be offered to:

1. Workshop Faculty
 2. Current Regional Management Team
 3. GWM Editor
 4. Regional Registration Chair or designee
 5. Front Line Directors
- C. An honorarium of \$50 shall be paid each Regional Faculty member teaching one class. An additional \$25 will be paid for each additional **different** class. If a faculty member is funded in some other way, she shall waive the honorarium.
 - D. A contract shall be signed with the invited guest faculty and she shall be funded per the contract.

Leadership Workshop

I. Program Responsibilities

- A. The faculty shall be contracted by the Education Coordinator.
- B. The Leadership Workshop curriculum shall be developed by the Education Coordinator with input from the RMT.
- C. The Leadership Workshop bulletin and registration information shall be produced by the Marketing Coordinator and shall include the following information:
 1. Price of Seminar (note “transferable but not refundable”)
 2. Date and location

3. Online bulletin and registration information shall be available 60 days prior to the event.
- D. The Events Coordinator is responsible for the facility contract and for all arrangements on site.
- E. The Marketing Coordinator is responsible for all publicity for the Leadership Workshop.

II. Finances

- A. The Regional Registration Chair shall collect all fees and act as registration chair, or she may delegate the registration chair duties.
 1. Fees will be established at the Regional budget and planning meeting. (See Attachment 1 for current fees.)
 2. Fees are transferable but not refundable.
- B. Complimentary AET registrations to Leadership Workshops shall be offered to:**
 1. Faculty
 2. Current Regional Management Team
 3. GWM Editor
 4. Regional Registration Chair or designee
 5. Front Line Directors
- C. An honorarium of \$50 shall be paid each Regional Faculty member and/or quartet (other than the Regional Quartet Champions) teaching one class. An additional \$25 will be paid for each additional **different** class. If a faculty member teaches the same class more than once, she shall not be paid for this class as an “additional” class. If a faculty member is funded in some other way (e.g., RMT), she shall waive the honorarium.
- D. A contract shall be signed with the invited guest faculty and shall be funded per the contract.

MusicFest CA - AZ - NM

I. Program Responsibilities

- A. The MusicFest curriculum shall be developed by the Education Coordinator with input from the RMT.
- B. The MusicFest bulletin and registration information shall be provided by the Education Coordinator to the Marketing Coordinator for distribution and shall include the following information:
 1. Price of Seminar (note “transferable but not refundable”)
 2. Date and location
 3. Online bulletin and registration information shall be available 60 days prior to the event.
- C. The Marketing Coordinator is responsible for all publicity for MusicFest.
- D. A local chorus will be identified for each event. Responsibilities of the local chorus will include:
 1. Locating a facility and arranging for its use on the dates required,
 2. Assisting with room set-up, tear down and clean up,
 3. Assisting with lunch arrangements if lunch is to be on-site,
 4. Providing other assistance as required.

II. Finances

- A. The Regional Registration Chair shall collect all fees and act as registration chair, or she may delegate the registration chair duties.
 - 1. Fees will be established at the Regional budget and planning meeting. (See Attachment 1 for current fees.)
 - 2. Fees are transferable but not refundable.
 - B. Complimentary AET registrations to MusicFest shall be offered to:**
 - 1. Faculty
 - 2. Designated members of the local chorus, as identified by the Education Coordinator, if applicable
 - 3. Current Regional Management Team
 - 4. GWM Editor
 - 5. Regional Registration Chair or designee
 - 6. Front Line Directors
 - C. An honorarium of \$50 shall be paid each Regional Faculty member and/or quartet teaching one class. An additional \$25 will be paid for each additional **different** class. If a faculty member teaches the same class more than once, she shall not be paid for this class as an “additional” class. If a faculty member is funded in some other way (e.g., RMT), she shall waive the honorarium.
 - D. A contract shall be signed with the invited guest faculty and shall be funded per the contract.
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Spring Convention and Competition

I. Program Responsibilities

- A. The Events Coordinator is responsible for all activities and business relating to the Convention and Competition, and event Webcast.
- B. Committee.
 - 1. The members of the Regional Convention Steering Committee (RCSC) shall be members of the region appointed by the Events Coordinator with the approval of the Regional Management Team.
 - 2. The Spring Convention and Competition shall be planned by the RCSC according to the Guidelines for Regional Conventions published by Sweet Adelines International.
- C. Bulletin.
 - 1. The RCSC is responsible for creating the Spring Convention and Competition bulletin in collaboration with the Regional Marketing Coordinator prior to publication.
 - 2. Online bulletin and registration information shall be available 60 days prior to the event.
- D. Printed Program
 - 1. The Spring Convention program shall be produced by the RCSC in collaboration with the Regional Marketing Coordinator prior to publication.
 - 2. The Marketing Coordinator is responsible for getting bids and placing orders for the Spring Convention program.
- E. Marketing Coordinator.

1. The Marketing Coordinator is responsible for all publicity for the Spring Convention and Competition with a target date of November 1st for all information needed.
 2. The Marketing Coordinator is responsible for designing and ordering all pins and lanyards.
- F. The Team Coordinator is responsible for:
1. Introducing the RMT to the audience
 2. Presenting the Hall of Fame Award

II. Assistance Chorus and Registration Desk

- A. Invitation. The Chorus that won the previous Regional Competition shall be invited to be the Assistance Chorus with responsibilities as stated in the Guidelines for Regional Conventions published by Sweet Adelines International. This chorus shall also be responsible for the Boutique and may keep the profit.
- B. The Assistance Chorus shall receive an amount to be determined at the Regional budget and planning meeting. (See Attachment 1 for current amount.)
- C. Responsibilities of the Assistance Chorus include, but are not limited to the following items:
1. Assisting the appropriate Regional Committee Chairs, specifically the Regional Convention Steering Committee (RCSC), Chair of the Regional Convention (CRC) and RMT in accordance with regional standing rules and policy.
 2. Providing staff for the convention registration desk;
 3. Providing assistance with sales of All Event Ticket (AET), Single Event Ticket (SET), and regional ways and means sales areas;
 4. Escorting competitors to the competition facility;
 5. Acting as guides for traffic patterns, ticket takers, ushers, door watchers and backstage assistants at the competition site;
 6. Providing staff for various stops in the traffic pattern (e.g., warm-up room, hotel departure check-in, photography, stage entrance);
 7. Supervising the unloading, assembling, disassembling and loading of risers and shell;
 8. Providing van drivers as needed by the OPL for transporting the official panel;
 9. Providing van drivers as needed by the CRC for transporting the official photographer;
 10. Providing 3-5 additional members to be utilized on an as needed basis;
 11. Providing a detailed post convention report to the CRC.
- D. AET's are not waived for the Assistance Chorus.
- E. AET and SET Sales on Site
1. All 'start-up-cash' for the registration desk (SETs, AETs) will be provided by the Regional Finance Coordinator (FC).
 2. A separate labeled money bag will be provided for SETs and for AETs
 3. A LATE FEE OF \$30 IS TO BE ADDED TO EACH AET SOLD ON-SITE
 4. Each late AET registrant must sign the appropriate chorus or CAL list.
 5. COUNT THE SETs FOR EACH EVENT AND RECORD THIS NUMBER
 6. SETs may be sold at the door to the competition as well as at the registration desk; therefore, two people are needed to handle SETs.
- F. Pins and Lanyards
1. The registration desk is responsible for the sale of regional charms and lanyards.
 2. A separate labeled money bag will be provided by the FC with start-up cash.
 3. A sign indicating prices will be provided by the FC
 4. Reconciliation will be by inventory of lanyards before and after by the FC.
- G. Safe Deposit Box
1. A safe deposit box will be opened at the headquarters hotel with the Assistance Chorus Registration Chair and the Regional FC as authorized signers.

2. All funds collected will be reconciled (detailed accounting of ticket sales, by quantity per event) and deposited during the event by the Assistance Chorus Registration Chair.
3. The safe deposit key will be returned to the FC after the registration desk has closed.
4. All funds and documentation will be removed from the safe deposit box by the FC at the event's close.

III. Awards

- A. Awards shall be presented as listed in the Guidelines for Regional Conventions.
- B. The Regional Convention Steering Committee shall determine award presenters.

IV. Mic Testers

- A. Mic testers for the Quartet Competition shall be selected by the Regional Convention Steering Committee.

V. Finances

A. Complimentary All Events Tickets (AET) to Spring Competition shall be offered to:

1. Regional Convention Steering Committee
2. Judges and Panel Secretary (Official Panel members)
3. Trial Scorers
4. International Board members in attendance
5. GWM Editor
6. Current Regional Management Team (beginning in FY 2011)
7. Regional Registration Chair
8. Growth Award: small, medium, large division choruses (beginning FY 2013)
9. Participation Award: small, medium, large division choruses (beginning FY 2013)
- B. The Regional Registration Chair shall collect all AET fees from each chorus and from individuals.
 1. Fees will be established at the Regional budget and planning meeting. (See Attachment 1 for current fees.)
 2. Fees are transferable but not refundable.
- C. The Assistance Chorus shall designate a Single Events Ticket (SET) chair to receive all SET fees from each chorus and from individuals.
 1. Fees will be established at the Regional budget and planning meeting. (See Attachment 1 for current fees.)
 2. Fees are transferable but not refundable.
- D. The Regional Events Coordinator (or designee) shall collect all other income (Facility Usage Fees, payments for extra rehearsal rooms and/or hospitality rooms, etc.).
- E. See additional responsibilities under Assistance Chorus.
- F. The Regional Finance Coordinator (FC) shall provide tip money for use by the Competition Coordinator, the Events Coordinator, and the Official Panel Liaison on site.
- G. ASCAP/BMI for the Convention and Webcast shall be paid in accordance with Sweet Adelines International policy.
- H. Expenses for the RCSC including the Events Coordinator shall be paid by the Region.
- I. Lodging expenses shall be paid by the Region for the Judges.
- J. The Judges travel expenses will be invoiced by SAI in late June and shall be booked in the next fiscal year under "Judges – travel (SAI)".

- K. One-half of the taping refund from SAI will be received in March/April and shall be booked in the current fiscal year. The remaining ½ of the refund will be received in June or July and shall be booked in the next fiscal year.
- L. The photo rebate from the official photographer will be received in June or July and shall be booked in the next fiscal year.
- M. All invoices shall be reviewed and approved by the Events Coordinator prior to payment.
- N. With the permission of the Panel Chair, YWIH may hold a “Pass the Hat” during this event with information given to the Competition Coordinator by the Education Coordinator for the emcee cue cards.

VI. Gifts

- A. Gifts may or may not be purchased for the official panel.
- B. Amenities for outgoing Regional Quartet Champions may be purchased by the Official Panel Liaison.
- C. Amenities for active International Champion Quartets may be purchased by the Official Panel Liaison.

VII. Sales Tables and 50/50 Raffles

- A. Please refer to the Sales Table section for a list of participants.
- B. 50/50 raffle opportunities will be offered in the following order:
 - 1. Current Wild Card Chorus
 - 2. Assistance Chorus
 - 3. Region 21

VIII. VIP Seating

- A. The RCSC shall determine the location and number of seats to be reserved for VIP seating.
- B. Those eligible for VIP seating are:
 - 1. International Faculty Members
 - 2. International Board of Directors
 - 3. International Quartet Champions
 - 4. International Judging Program Members
 - 5. Regional Management Team Members (current) from all Regions of SAI
 - 6. Current/Outgoing Region 21 Quartet Champions
 - 7. Quartets scoring in the top 15 at previous International Convention
 - 8. Regional Hall of Fame recipients
 - 9. Any RMT-designated special guest not listed above, e.g., local media, city officials

Summer Seminar

I. Program Responsibilities

- A. The faculty shall be determined and contracted by the Education Coordinator.
- B. The Summer Seminar curriculum shall be developed by the Education Coordinator with input from the Regional Management Team (RMT).
- C. The Summer Seminar bulletin and registration information shall be produced and printed by the Marketing Coordinator and shall include the following information:

1. Price of All Events Tickets (AET) (note “transferable but not refundable”)
 2. Price of Single Event Tickets (SET)
 3. Late fee policy
 4. Hotel registration information and deadline
 5. Online bulletin and registration information shall be available 60 days prior to the event.
- D. The Events Coordinator is responsible for the facility contract and all arrangements on site.
- E. The Marketing Coordinator is responsible for all publicity (both internal and external) for the Summer Seminar.
- F. The official program shall be designed and printed by the Events Coordinator.
- G. A Double Quartet contest shall be held during the Summer Seminar.
1. The Events Coordinator shall select and invite the judges.
 2. The Events Coordinator in collaboration with the Education Coordinator shall select the emcee for the event.
 3. Single Events tickets (SET) may or may not be sold.
- H. International Competitor Showcase (may or may not be held)
1. The Region 21 Chorus Champions and any Region 21 Wild Card Chorus going to the Sweet Adeline International Competition in the fall of the current year shall be invited to perform on the Showcase.
 2. If the reigning Sweet Adeline International Chorus Champions and/or Quartet Champions are from Region 21, they shall be invited to perform on the showcase.
 3. The current Region 21 Quartet Champions and any International-bound Wild Card Quartets with at least one member from Region 21 shall be invited to perform on the Showcase.
 4. Single Events tickets (SET) may or may not be sold.
 5. Members of performing chorus(es) who have not purchased an AET may stand in the back of the room for the other performances.

II. Assistance Chorus and Registration Desk

- A. The Events Coordinator shall send a form to Region 21 International competitors or Region 21 chapters (in the order below) to apply to be the Assistance Chorus for the Summer Seminar approximately four months in advance.
1. Current Wild Card Chorus
 2. Region 21 Harmony Classic Competitors (Division A or AA category)
 3. Other Region 21 chapters
- B. The Assistance Chorus is responsible for the registration desk, contest pattern staffing, Boutique and the placement of Love Gift Bags.
- C. Profits from the Boutique belong to this chorus.
- D. The Assistance Chorus is NOT eligible for the Summer Seminar attendance award.
- E. AET and SET Sales on Site
1. All ‘start-up-cash’ for the registration desk (SETs, AETs) will be provided by the Regional Finance Coordinator (FC).
 2. A separate labeled money bag will be provided for SETs and for AETs
 3. A LATE FEE OF \$30 IS TO BE ADDED TO EACH AET SOLD ON-SITE
 4. Each late AET registrant must sign the appropriate chorus or CAL list.
 5. COUNT THE SETs FOR EACH EVENT AND RECORD THIS NUMBER
 6. SETs may be sold at the door to the competition as well as at the registration desk; therefore, two people are needed to handle SETs.
- F. Pins and Lanyards
1. The registration desk is responsible for the sale of regional charms and lanyards.

2. A separate labeled money bag will be provided by the FC with start-up cash.
 3. A sign indicating prices will be provided by the FC.
 4. Reconciliation will be by inventory of lanyards before and after by the FC.
- G. Safe Deposit Box
1. A safe deposit box will be opened at the headquarters hotel with the Assistance Chorus Registration Chair and the Regional FC as authorized signers.
 2. All funds collected will be reconciled (detailed accounting of ticket sales, by quantity per event) and deposited during the event by the Assistance Chorus Registration Chair.
 3. The safe deposit key will be returned to the FC after the registration desk has closed.
 4. All funds and documentation will be removed from the safe deposit box by the FC at the event's close.

III. Finances

- A. The Regional Registration Chair shall collect all prepaid AET fees from each chorus and from individuals.
1. Fees will be established at the Regional budget and planning meeting. (See Attachment 1 for current fees.)
 2. Fees are transferable but not refundable.
 3. When the seminar is held in California, AET's for all members of Texas and New Mexico choruses shall be 25% of AET's for all other choruses (75% discount).
- B. Complimentary AET's to Summer Seminar shall be offered to:**
1. All current RMT members
 2. Regional Faculty teaching at Summer Seminar
 3. Regional Steering Committee
 4. Committee Chairs **required** to attend and approved by the RMT
 5. Current Regional Quartet Champions
 6. GWM Editor
 7. ADP Coordinator
 8. Registration Chair or designee
 9. Front Line Directors
- C. An honorarium of \$50 shall be paid each Regional Faculty member and/or quartet teaching one class. An additional \$25 will be paid for each additional **different** class. If a faculty member teaches the same class more than once, she shall not be paid for this class as an "additional" class. If a faculty member is funded in some other way (e.g., RMT), she shall waive the honorarium.
- D. A contract shall be signed with the invited guest faculty and she shall be funded per the contract.
- E. ASCAP/BMI shall be filed and paid per International instructions.
- F. The chair of the Arrangers' Development Program shall be funded, if participating, for ½ double room for two nights and travel.
- G. See additional responsibilities under Assistance Chorus.

IV. Love Gifts

- A. Love Gifts shall be presented to all International bound competing quartets and choruses at the completion of their International Competitor Showcase performance. (See Attachment 1 for current amount.)
- B. The Team Coordinator shall remind all Region 21 choruses that Love Gifts will be collected and presented at Summer Seminar.

- C. The Regional Finance Coordinator shall provide Love Gift checks to the Regional Team Coordinator.
- D. The Regional Team Coordinator shall prepare cards and gift bags for the Love Gifts.
- E. Club 21 will have an opportunity to make a statement regarding their Love Gift presentations to regional quartets.

V. Sales Tables and 50/50 Raffles

- A. Please refer to the [Sales Table](#) section for a list of participants.
- B. 50/50 raffle opportunity will be conducted by Region 21.

VI. Regional Awards

- A. Please refer to [Regional Awards](#) section for list of awards presented at Summer Seminar.

VII. Double Quartet Competition Rules

- A. The Double Quartet Competition shall be held under the supervision of the Competition Coordinator (CC) and the Events Coordinator (EvC).
- B. The Double Quartet Competition shall be for the purpose of encouraging quartet participation, providing an opportunity to experience competition, and providing opportunities to show creativity in performing. Registered quartet members are encouraged to mentor future quartet members.
- C. Any Double Quartet shall be eligible to compete provided that:
 - 1. All of its members are in good standing with their chapter or Chapter-At-Large, Region 21, and Sweet Adelines International.
 - 2. At least three (3) of its members are non-registered quartet members, and
 - 3. All of its members have paid the registration fee for the seminar.
- D. It shall be permissible for members to compete in a second Double Quartet providing proper notification of double participation is indicated at the time of entry so that necessary adjustments in the "Draw for Order of Appearance" can be made. However, no more than three (3) members of a Double Quartet may compete in the same second Double Quartet.
- E. Double Quartets winning any awards shall be eligible to compete the following year.
- F. Double Quartets shall submit entry blanks to the CC no later than the entry deadline date.
- G. Drawing for the order of appearance shall be held at the briefing; the results of the draw shall be posted upon completion of the draw.
- H. Selection of the judges shall be the responsibility of the EvC and CC.
- I. Awards will be presented in the following categories (if there are fewer than 4 contestants, awards presented are at the discretion of the EvC and CC with consultation with the judging panel):
 - 1. 1st Place
 - 2. 2nd Place
 - 3. 3rd Place
 - 4. Golden Banana Award (Comedy)
- J. Scoring shall be according to Sweet Adelines International's rules of competition.

Young Women in Harmony Fund

I. Fund.

- A. The YWIH Fund shall be maintained for the purpose of funding YWIH regional activities and the YWIH Coordinator.

Schedule for Fees, Expenditures, and Reimbursement Fiscal Year 2015-2016

I. Regional Annual Assessments

- A. Chapter Members - \$30
- B. Chapter-at-Large Members (CAL) - \$40
- C. Chapter to CAL Transfer Members within Region 21 - \$10
- D. Youth Members - \$15.00
- E. Youth CAL Members - \$20.00

II. Fees for Events

- A. Arrangers Development Program Retreat - \$85
- B. Musical Leadership Workshop – \$50 (n/a for 2015-2016)
- C. Small Chorus Workshop/MusicFest
 - 1. Weekend events – \$50
 - 2. One day events - \$35
 - 3. Youth one day events - ½ of the AET for the event
- D. Regional Convention
 - 1. AETs – \$70
 - 2. SET/Quartets – \$40
 - 3. SET/Choruses – \$40
 - 4. Late Fee – \$30
 - 5. Youth AETs – ½ of the AET for the event
 - 6. Balcony – \$15
- E. Summer Seminar / Rising Star (2015 prices)
 - 1. In Region AET's – \$75 plus \$20 dinner event for total of \$95
 - 2. Out of Region AET's – \$85 plus \$20 dinner event for total of \$105
 - 3. In Region Youth AET's – \$42.5 + 20
 - 4. Out of Region Youth AETs - \$52.5 + \$20
 - 5. SETs Rising Star – \$30
 - 6. SETs International Showcase / Double Quartet -- \$10
 - 7. Late Fee – \$30
- F. Summer Seminar (2014 prices)
 - 1. AET's – \$60 plus \$20 dinner event for total of \$80
 - 2. Youth AET's – \$30 plus \$20 dinner event for total of \$50
 - 3. SETs – \$10
 - 4. Late Fee – \$30
- G. Quartet Workshop –
 - 1. AET \$85
 - 2. Show ticket only \$15

III. Gifts

- A. Chorus Coaching Assistance for choruses going to International Competition:
 - 1. Champion Chorus - \$750
 - 2. Wild Card Chorus - \$750
 - 3. Division A and/or AA - \$750

- B. Competing Choruses at International (presented after the competition)
 - 1. Champion Chorus - \$20 per member on stage at International
 - 2. Wild Card Chorus – \$15 per member on stage at International
 - 3. Division A and/or AA - \$20 per member on stage at International
- C. Competing Quartets at International
 - 1. Current Regional Champion Quartet - \$1,000
 - 2. Current Regional Wild Card quartet - \$400
 - 3. Any Region 21 quartet eligible to return to Int'l by placing in the top 15 - \$400
 - 4. Any other Region 21 quartet member(s) competing at International - \$100 each
- D. Competing YWIH Quartets in Rising Star Competition – \$400

IV. Chorus Assistance Chapter

- A. The Chorus acting as Chorus Assistance Chapter at the Regional Convention and Competition shall receive \$2000.

V. Per Diem

- A. Per Diem reimbursement for the RMT shall be \$35 per day.
- B. If certain meals are included with the event, other meals will be reimbursed at the following rate: Breakfast-\$7, Lunch-\$10, Dinner-\$18.

VI. Event Faculty Fees and Regional Faculty Honorariums

- A. Event faculty fees are per contract.
- B. Regional Event Faculty who serve the full day, shall receive a fee as determined by the RMT. Historically, this has been \$300 per event.
- C. Regional faculty shall receive \$50 honorarium for one class and \$25 for each different class taught at the same seminar.