



CONVENTION MANUAL

Issued by BHA National Council

2013

This manual supersedes the Convention Manual issued in 2008.

This revised edition has been prepared by

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Contents

Introduction	3
The Bidding Process	3
Submission of Bids	3
Convention Management Structure	4
Initial Planning	5
Timing of Convention	5
Choice of Venues	5
Finance	5
Publicity and Promotion	6
Importance	6
Internal Publicity	6
Public Awareness	7
Further Afield	7
Delegate Accommodation	7
Convention Registrations	8
Convention Program/Schedule	9
Contests	10
General	10
Privacy for Competitors	10
Progress to the Stage	11
Contest Facilities	11
Required Equipment	11
Results & Presentations	12
Contest Procedures	12
Judges and Contest Administrator	12
International Guests	13
International Quartet	13
World Barbershop Affiliates	13
Group Photographs	13
Contestant Evaluations	13
Special Events	14
BHA President's Reception	14
Welcome Dinner/Farewell Lunch	14
Public Massed Sing	14
Church Service	15
Master Class	15
Members' Forum	15
Public Show	15
Afterglow/s	17
Delegate Services	17
Advance Information	17
Information on Arrival	17
Information at Registration	17
Information During Convention	18
Hospitality Desk	18
Notice Board	18
Visiting Partners	18
Official Recordings	18
Harmony Marketplace	19
Harmony College	19
Convention Wrap-up	20
Conclusion	20
ADMINISTRATIVE TASK CHART	21
ATTACHMENTS	21
A. ABCMA Rules and Information	21
B. Sound & Microphone Requirements	21

Introduction

1. This manual is issued for the guidance of Clubs intending to bid for, or selected to plan and conduct, Barbershop Conventions under the auspices of BHA.
2. It contains guidelines that may be amended to suit particular circumstances (such as the conduct of conventions for quartets only, or annual conventions - which is a topic currently being considered by BHA). In such cases, variations to the guidelines should be discussed with, and have the approval of, the BHA Vice President Events.
3. The manual also provides guidance for the planning and conduct of Regional Contests within Australia.
4. At all times the Host Club Convention Committee should place the needs and experience of convention delegates and competitors first, above those of the Host Club.
5. The authors gratefully acknowledge the input of previous writers of this Manual, including Andy Aberle, Bob Fritz, Bill Purdue, Richard Gardam and Trevor Rootes (and we apologise if we have missed anybody else out).

The Bidding Process

Submission of Bids

6. For the conduct of its Conventions, the BHA National Council calls for bids from member Clubs and appoints one of those Clubs to plan and conduct the event on behalf of BHA. Both parties share a common responsibility for the success of the convention and both share in any financial surplus so generated. Whilst the National Council retains overall responsibility for the Convention organisation, the Club concerned (the "Host Club") has a great deal of autonomy in pursuing most of the tasks involved, subject to the provisions of this manual.
7. Depending on circumstances the planning process may begin up to three to four years in advance of the proposed dates, when the National Council seeks expressions of interest to bid for the conduct of a particular convention. A Club that decides to respond submits a detailed written bid. Prior to submitting its proposal, however, the Club will have addressed two basic questions:
 - a. Does the Club have sufficient expertise, experience, resources and resolve to ensure the delivery of a successful convention?
 - b. Does the Club have access to the necessary venues and accommodation facilities to mount the convention?
8. Two or more clubs may combine to submit a joint working proposal where one lacks the resources to undertake the job alone. In such cases, the sharing of any proceeds from the venture (after the division with BHA National Council) becomes a matter of mutual arrangement amongst the clubs concerned. A formula for such sharing should be included in the bid documentation.
9. Whilst it is expected that the work of planning and conducting the convention will be performed by volunteers from the bidding Club (or Clubs), they may consider that the complexity of the task is such that they may wish to engage the services of a commercial convention organiser for specific tasks such as liaison with and booking of venues, since venues prefer to deal with one central contact person. If this is the case, the bidding Club(s) should include in their bid a fully detailed argument justifying the need for this support and full details of the prospective organiser, the precise services to be provided, and the detailed schedule of fees to be charged. The cost of the external consultant would be deducted from the profit share of the Host Club.
10. Each Club or joint body that decides to submit a bid should appoint a small committee to develop a broad overall plan, which is expressed in the written bid. This should cover a plan for all the relevant issues referred to in this Manual, together with a preliminary budget based on this plan, plus any other material that will assist the evaluation of the bid by the BHA National Council.
11. Once the Executive Committee of the Club concerned approves it, this written bid and budget are submitted to BHA National Council through the BHA Vice President Events, prior to the nominated closing date. The BHA National Council considers the bids received and selects the successful bidder, then the Clubs who submitted bids are informed accordingly.

12. In awarding the task to a Club, the National Council will satisfy itself that the essential criteria implied by the two questions above are met, plus any other considerations they feel are important. That Club then is referred to as the “Host Club” for that Convention. There may be cases where more than one bidder might meet the essential criteria, in which case BHA will take other considerations into account and explain these to the unsuccessful bidder/s.

Convention Management Structure

13. In April 2000, BHA established an incorporated and separate legal entity to assist in the conduct major events, such as conventions, on behalf of the BHA National Council. This entity is registered as *The Australian Barbershop Convention Management Association Inc.* (“ABCMA”). This body fulfils a role in isolating the Convention proceeds from normal BHA revenue to avoid payment of unnecessary GST. It is designed to protect bidders and BHA financially and to provide a holding area for convention receipts etc. A copy of the Rules for ABCMA and some information about ABCMA forms Attachment A to this Manual.
14. The BHA President is designated as the Chairman of the ABCMA Committee of Management and the BHA Vice President Events is the Deputy Chairman. Other members of the BHA National Council constitute the ABCMA Committee of Management.
15. Once the Host Club is notified that they are the successful bidder, the names of their proposed Convention Committee should be notified to BHA VP Events. **It is crucial that a member who possesses the necessary leadership skills and business acumen be appointed to head this planning team.** This member becomes the Convention Committee Chairman. The numbers in this Convention Committee will gradually expand as the tasks become more clearly defined and further actions need to be taken, as shown below.
16. The BHA VP Events becomes the Deputy Chairman of the Convention Committee. The BHA VP Events is the official BHA representative on the Convention Committee and must be involved in every Convention Committee meeting (in person, via telephone, or other means of communication). He must receive all Convention Committee documents (such as meeting agendas, meeting minutes, and other relevant documents). On matters of BHA policy concerning the Convention the BHA VP Events has the right of veto over Convention Committee decisions if he feels they are not in the best interests of BHA or the Host Club.
17. Because the Convention is an activity of the BHA National Council, the Council underwrites the convention financially (through ABCMA) and advances “seed” funds for matters such as deposits on venues. The National Council remains closely identified with the planning and conduct of the event, through its VP Events, and assists where appropriate to achieve a successful outcome. It is mandatory that the Convention Committee maintains close liaison with BHA National Council via the BHA VP Events, with particular regard to finance, the contest aspects of the convention, and associated activities, as described in this manual.
18. Detailed planning should commence as soon as the Club is notified of the success of its bid and the Convention Committee is formed. At its first meeting, the Convention Committee should give high priority to confirming the budget and preparing a timeline of events and planning requirements, to allow adequate time for the completion of each step in the complex set of tasks involved in mounting a successful convention. It may prove useful to invite to this initial meeting the Chairman or selected members of the previous convention committee and to include their travel expenses in the budget.
19. As the Deputy Chairman of the Convention Committee, the BHA VP Events must be kept closely informed of progress and invited to all meetings of the Convention Committee. Clear lines of responsibility must be allocated to the members of the Convention Committee. As planning develops, other people may be appointed to sub-committees formed to concentrate on specialised areas of planning, with individual members of the Convention Committee acting as convenors of these sub-committees. Experience has shown, however, that while a great deal can be done in sub-committees, regular meetings of the full Convention Committee should still be held and detailed minutes kept, to coordinate progress and to keep all parties fully informed of all aspects of this complex project.
20. BHA will appoint a Contest Administrator (CA) early in the convention cycle. The CA is responsible for the planning and control of contest and evaluation sessions, and should also become a member of the Convention Committee to provide information, guidance and instruction on these matters. From initial planning to the last day of convention, the closest cooperation, exchange of information and recognition of the other party will be required between the Convention Committee and the Contest Administrator.
21. Since the Host Club is usually a participant in the chorus contest (where this is a part of the convention), this places further pressure on the Club. It points up the need for careful and thorough preparation well in advance of

the convention, if last minute problems are to be avoided. It also reinforces the desirability of involving a knowledgeable outside group such as Sweet Adelines in the day-to-day administration of the contest aspects of the convention. A group such as the club's supporters can be co-opted to look after other aspects of the Convention, such as reception, administrative assistance, staffing the barbershop shop, and hospitality.

Initial Planning

Timing of Convention

22. The timing of the Convention should be scheduled during the months of September or October, which usually fit in with school and university holidays. The exact dates selected will depend on venue availability, so booking as far ahead as possible is desirable.

Choice of Venues

23. A basic requirement for a successful convention is the availability of suitable venues for the conduct of the key activities, which are the contests, contestant evaluation sessions, the public show, and the social gatherings. These may or may not be located in the one building (or complex) but they must be in handy proximity to one another and must have a clearly defined centre of activities (or "headquarters") where delegates gather naturally in the course of the convention.
24. The specific requirements for contest venues are outlined below under "Contests" and must be able to accommodate the anticipated number of delegates. The size of the auditorium for the public show will be governed by its suitability for the presentation of top class barbershop singing, the costs involved, and the potential ticket sales.

Finance

25. The main convention budget should be framed around a delegate registration fee, set at a level that will produce enough revenue to cover all fixed, administrative and general operating costs of the convention. The Host Club should indicate in its bid any income expected from sponsorships, the name of the sponsor(s) and the proposed benefits that will flow to each sponsor.

To assist in the formation of the budget the numbers of delegates to recent Conventions are listed below. Please note that BHA is considering a move to annual conventions (rather than biennial as is the current practice). Should this eventuate then a reduced number of delegates (perhaps 50-60% of the figures below) may be anticipated.

<u>Year</u>	<u>Location</u>	<u>Delegates</u>	<u>Registration Cost</u>	<u>Choruses</u>	<u>Quartets</u>
2003	Perth	725	\$235	13	36
2005	Gold Coast	712	\$255	15	36
2007	Sydney	680	\$275	13	36
2009	Hobart	725	\$295 + \$30*	18	36
2011	Brisbane	690	\$265** + \$30*	18	36
<u>Average</u>		706		15	36

* Farewell lunch ticketed as separate event

** Pan Pacific Convention, so attendees from NZ and Japan meant larger numbers and a lower unit cost

26. A separate financial budget should be submitted for the Public Show, to assist in striking appropriate public ticket prices and to act as an essential tool in the efficient management of the event. Items such as advertising, promotion specifically for the public show, front of house and technical staff costs etc. should be applied against the anticipated revenue that flows from the show.
27. Since the main budget is essentially set at a break-even point, the Public Show becomes the main vehicle for generating a financial surplus for the Convention, and this surplus is divided between BHA National Council and the Host Club according to the formula below (which may be altered by BHA from time to time).
- Up to \$50,000 total profit, 50% to Host Club, 50% to BHA
 - Over \$50,000 total profit (i.e. the amount > \$50,000), 60% to BHA, 40% to Host Club

The goal of the budget is to create a surplus of approximately \$60,000 to be divided between BHA and ther Host Club.

28. The costs to be covered by registration fees are defined as follows:
- a) fixed items - these include airfares for up to eight judges, imported performing groups, and the costs of hiring venues for Convention events;
 - b) administrative costs - these include printing, photocopying, telephone, website, email, and fax communications, logo designs, any professional services employed, and other preliminary outlays;
 - c) delegate expenses - these include the likely cost of badges, convention kits, local transport, etc. It does not represent a significant financial exposure however, because the outlay occurs only after firm numbers are indicated by payment of the registration fee by delegates.
 - d) Specifically, as a policy, BHA has deemed that only delegates may attend the Welcome Dinner, therefore this cost needs to be built into the registration fee.
29. The main convention budget should include items of BHA National Council expenditure that are described in this manual and which are directly related to the convention (such as VIP entertainment) but which are separate from the other outlays on contest costs, such as purchase of medals and trophies (which are a direct cost to BHA). These items will be redeemed from BHA's share of profits, and will be advised by BHA.
30. The budget submitted with the bid should also indicate the level of assistance needed from BHA by way of "seed" money to cover anticipated early outlays such as deposits on venues. These are usually required well in advance to secure the booking. The National Council will advance funds to the Host Club for these and other essential purposes, with the funds being repaid once sufficient revenue from registrations begins to flow.
31. Once accepted by the BHA National Council, the budget forms the basis of the financial arrangement between the Host Club and BHA, and any changes to any budget items can only be made with approval by the BHA National Council. This Convention Manual and the requirements herein thus form a contract between BHA and the Host Club.

Publicity and Promotion

Importance

32. Early in the planning stages, a convention theme, motto and logo should be devised. These devices 'anchor' the event to a time and place and provide a focal point around which the promotional strategy can be devised. The logo will feature on all printed materials and on mementos such as shirts and badges. Whilst the location will probably dominate the design of the theme and logo, it is also essential to indicate that the convention is a BHA event and this should receive due prominence.
33. One of the most powerful and effective avenues for promotion and publicity is the World Wide Web. The Convention Committee should establish its own page on BHA's Convention website, (www.barbershopconvention.com.au) early in the planning process and ensure that it is maintained and regularly updated to provide timely information. The website address should be prominently displayed and promoted on all other promotional materials.

Internal Publicity

34. Whilst most BHA members are well informed of national convention events and react positively to them because of enthusiasm generated via their clubs, some recently joined members or fledgling clubs need reminding of the benefits of attending the convention, whatever the level of experience they have. This is an important role of the website and of the newsletters produced by the Host Club, which help to build enthusiasm in the months leading up to the convention. The BHA National Council also has a role to play in encouraging maximum involvement and will complement the Host Club's efforts in this regard.
35. Early in the planning process, each Chorus and non-aligned Quartet in Australia should be asked to appoint their own internal Convention Organiser and the Host Club should establish a contact register of these people. This Convention Committee member should be a good organiser and will become the focal point of contact between the Host Club and the members across the country. These internal organisers have a clear role in both the publicity and the registration functions, as discussed below, and help to ensure a strong Convention representation from their own organisation.

Public Awareness

36. The Host Club, and for that matter the Australian movement generally, should use every opportunity to inform the public about the forthcoming convention. Early in the planning process (even when formulating its bid), the Host Club should make contact with their city's main tourist authority and gain their cooperation in planning for the influx of many hundreds of visitors at convention time. At concerts and sing-outs throughout the country during the preceding year or so, MCs can mention the fact that there will be a substantial gathering of barbershop singers from all over the country in a particular city at a defined time.
37. As arrangements begin taking shape (and especially closer to the convention), well-timed news releases by the Convention Committee, assisted by the BHA VP Marketing, should alert all branches of the media that a significant and interesting event is imminent. This may trigger positive responses, which can be used to emphasise the national significance of the occasion and hopefully culminate in a strong boost for our movement and for barbershop singing at convention time.
38. Some members of the public, who do not wish to be full convention delegates may request admission to contest sessions. Tickets for contest sessions can be made available, but the Host Club should price such session tickets so as to represent the true cost of such attendance (i.e. a contribution towards the cost of judges and venue hire). In past years' these sessions have probably been under-priced (at \$15-\$20), but any additional revenue of course is always welcome, as long as this option is not viewed by potential delegates as an alternative to full convention registration.

Further Afield

39. Through the BHA Council, and VP Marketing in particular, all of our associated organisations will be informed of the convention, advised of the website location and assured of a warm welcome as visitors (either singly or in groups). The Barbershop Harmony Society (BHS) in the USA will be requested to mention the event in the appropriate section of *The Harmonizer* and the Public Relations Officer of the British Association of Barbershop Singers (BABS) will also be informed.
40. Specifically, the New Zealand Association (NZABS) will be invited to attend and encouraged to publicise the event.
41. Sweet Adeline choruses will also welcome news of the Convention and local clubs specifically should be invited to attend as delegates by the Host Club.

Delegate Accommodation

42. Accommodation for delegates should be clustered around the convention "heart" as much as possible. Early planning and preliminary booking of accommodation venues is essential, since suitable venues that are large enough for our purposes are in high demand. Reservations need to be made well in advance, often years ahead of time. Accommodation within easy walking distance of the convention venues is most desirable. If it is necessary to locate some delegates any distance away, frequent and convenient public transport should be available to move them to and from the convention venues, or other arrangements made.
43. Accommodation and transport for judges and the guest quartet is a Convention expense and needs to be included in the budget and arranged by the Convention Committee.
44. Arranging suitable, comfortable and well-priced accommodation facilities for delegates, conveniently located to the convention venues, is crucial to a successful convention. Accompanying delegates have a keen interest in the quality and cost of the accommodation offered and this should be borne in mind when researching the available options.
45. The Host Club should commence accommodation enquiries fairly early in convention preparations and some basic work would have already been done when preparing the convention bid. It is wise to begin the research in consultation with the local tourist authority, as they have access to data and are keen to maximise the usage of accommodation in the city concerned.
46. In some cases the Convention Committee may discuss with a commercial operator the contracting out of delegate accommodation arrangements. Their accommodation and travel services should be free of charge to convention organisers as they make their money from commissions they receive from the service operators with whom they deal.

47. The range of accommodation options should be made known, in general terms, to potential delegates as early as possible. It is safe to assume that the majority of attendees are seeking tourist type accommodation but a range of accommodation options should be offered to suit all tastes. There are of course, a several room types available — doubles, twin, family, and so on. Family rooms are often quite suitable (and economical) for groups of unaccompanied men to share. Self-contained apartments are popular, especially those with several bedrooms. A few people will seek higher priced hotel rooms and some will settle for “backpacker” (or dormitory) type beds. If available, these options should also be included in the range of accommodation offered.
48. The judges and guest quartet should always be accommodated in the headquarters hotel. Each judge should be allocated their own single room, and guest quartets should be consulted regarding their preferred accommodation option. These arrangements will be made by the BHA VP Events and advised to the Convention Committee.
49. Visiting choruses will usually prefer to lodge together in the same accommodation facility. To prepare for this need, the planning team should identify whether some chosen venues have suitable spaces for rehearsal in the building or nearby. Clubs should be advised of this option well in advance.
50. If the Host Club does not use a commercial operator, they will find that hotels will “pencil in” tentative bookings in broad terms but will require more accurate expectations closer to the convention time. A guideline canvassing of clubs can be helpful, about eight to twelve months in advance, to determine accommodation needs. Accommodation houses will require a deposit, usually one night’s tariff, with firm bookings and this can be covered by a flat fee per person accompanying the application for beds (which is of course passed to the hotel with the booking).
51. Administering accommodation bookings is a very demanding task and should be well planned in advance. The Convention Coordinator appointed by each visiting Club or Unaligned Quartet should be invited to coordinate all the requirements for their group. This provides the Convention Accommodation Officer with a consolidated schedule of requirements. At the same time, catering for individual needs is important and there can be a surprising number of “specials” such as people arriving at odd times or by unusual means, special room or diet requirements etc.
52. Applications for accommodation should be coupled with the registration procedure, commencing about six months before the event. The various bed options and prices should be simply and clearly described on the registration form with a contact phone number of each facility for those requiring more information.

Convention Registrations

53. Firm plans for many convention activities (dinners, transport, etc.) flow from the number of delegate registrations. Like accommodation requirements, early indications of delegate numbers are very useful. The Host Club should liaise with the BHA National Secretary if they wish to gain access to the BHA electronic database. Doing so may avoid the tedium of transferring data on registration forms when establishing their own data files for the Convention. In addition, the Host Club should consider a system for delegates to lodge their registration on the Convention website. Incentives may be offered to encourage early responses, such as qualifying in the draw for a prize by registering before a certain date.
54. The registration form should allow for the inclusion of details of travel arrangements of delegates, times of arrival and departure, accommodation requirements, special needs, etc. It should state the registration fee and what it covers (plus what it does not cover), together with details of any accommodation deposits. Registration forms should make it clear that entry and fees for the various contests is not included in the individual registration fee and the Contest Administrator will handle that separately as a BHA function.
55. Similarly, the Registration form should contain an unambiguous statement of policy regarding fee refunds in the event of cancellation once a form is lodged. This should contain a schedule of appropriate dates after which any administration charges may apply for cancellations. This schedule should be set by the Convention Committee and approved by the BHA VP Events.
56. In the past, delegates have been able to lodge a deposit and then pay the balance of their registration fee at a later date. This has proven to be time consuming and often involves considerable extra effort in chasing late payers, so this option is not recommended.
57. The internal Convention Organiser appointed by each Club and Unaligned Quartet will be responsible for collecting Registration Forms and fees from their individual members, checking and collating them, and forwarding them in one batch to the Convention Registrar, together with one cheque or other form of remittance

to cover the total number of delegate registration forms submitted in the batch.

58. The registration process should include a return advice to registrants, confirming their registration and accommodation bookings.
59. The Host Club should carefully consider the benefit (or otherwise) of “unpacking” the convention events into separate ticketed events (e.g. welcome dinner, contest sessions, public show, farewell lunch). It is BHA policy that only full convention delegates can attend the welcome dinner for example, despite pressure from some partner groups otherwise. Any such “unpacking” of events can only be undertaken with approval of BHA.

Convention Program/Schedule

60. The convention normally runs over a 3-4 day period. BHA will determine the various events to be scheduled and will work with any suggestions the Host Club may have to add events to the schedule that may be attractive to delegates.
61. The primary events currently being held as part of BHA conventions are listed below:

Day 0 (e.g. Wednesday)

Schools/Youth Workshop – usually held at a local school and coordinated by the BHA VP Youth
John Little Show – informal performance opportunity for quartets before the main contest – held in the evening

Day 1 (e.g. Thursday)

Registration (open days 1-3)
Harmony Marketplace (open days 1-3)
Chorus Rehearsals
Schools Contest
Civic Welcome & Massed Sing
Chorus Corral – informal performance opportunity for choruses before the main contest
Contestant Briefing
President’s Reception
Welcome Dinner

Day 2 (e.g. Friday)

Sound setup and sound checks
Quartet Contest (4 sessions of 9 quartets each for semi-final round)
Quartet Finals (top 10 quartets in a second round)
Medal Presentations
Mixed Harmony Showcase – informal performance opportunity for mixed harmony ensembles
Afterglow (this would be a smaller event than the main afterglow on the Saturday evening after the Public Show)

Day 3 (e.g. Saturday)

Chorus Contest
Medal Presentations
Quartet Evaluations
Chorus Evaluations
Public Show (and briefing for participants beforehand)
Afterglow

Day 4 (e.g. Sunday)

Quartet Evaluations
Church Service
BHA Forum
Farewell Lunch
Depart for Harmony College

62. In addition, it has become usual practice for BHA to conduct a three (3) day Harmony College immediately after the conclusion of the Convention. The Host Club has a role in assisting BHA with the conference-type venue

selection and logistics for this event, although this is not an item for the convention budget, and all costs are either paid for by BHA or recovered from registrants. BHA will advertise and run the Harmony College.

Contests

General

63. The central focus of our conventions is the various contests for choruses and quartets. All matters pertaining to the conduct of contests are under the total control of the BHA National Council through the Contest Administrator and the Chairman, Australasian Guild of Barbershop Judges.
64. It is the task of the Host Club to provide all facilities and logistical support under direction from the above individuals. The overriding objective is to provide venues, facilities and systems that create the finest possible conditions for contestants to perform at their best. In particular, excellent sound facilities are essential. Guidelines for microphone and sound system requirements (prepared by BHS) are issued as Attachment B to this manual.
65. The contest activity has some features that are peculiar to the barbershop movement. Because they are competing, it is not possible for the Host Club to provide the large numbers needed to ensure that each contestant group is properly attended and shepherded through the contest process with a minimum of fuss. With this in mind, the Host Club should capitalise on the good relations we share with the Sweet Adelines movement and seek the assistance of their members to act as attendants and marshals for the conduct of the contests and associated activities. During the contest sessions and the evaluation sessions the attendants and marshals will work under the instruction of the Contest Administrator, not the Convention Committee.
66. This cooperation works very well and the presence of people who know what they are doing becomes evident in the smooth conduct of the event. BHA clubs have, of course, been able to reciprocate in this role at the Australian Sweet Adeline conventions.
67. Close liaison should be maintained with the BHA VP Events on all aspects of planning for the chorus and quartet contests. Once appointed, the Contest Administrator will take control of the planning, scheduling and use of attendants and marshals.
68. For this reason, the Contest Administrator should become part of the convention organising committee at the earliest possible time, and should attend as many committee meetings as possible. This may involve travel, as the CA often comes from a location other than the convention home city. At least one visit to the Convention venue should be budgeted for the CA to enable them to scope out their requirements and advise.
69. **The BHA Contest Administration Manual provides information on the CA's task and the facilities required by the CA team. It is strongly recommended that all members of the Convention Committee become familiar with it.**
70. A Stage Manager is required to coordinate the arrival and departure of competitors from the stage and to liaise with the CA, MC and stage crew.

Privacy for Competitors

71. There is a great deal of excitement, tension and nervousness in the participants as they approach the contest and every effort should be made to smooth their preparation and their progress to the contest stage.
72. All groups seek and deserve privacy, so discreet separation of competitors is important. Groups yet to perform should not cross paths with those who have already done so.
73. The system should commence with clearly assigned and separate indoor dressing and warm-up spaces for every group taking part. Outdoor locations are unacceptable. For quartets, some initial sharing may be unavoidable as a particular "batch" of contestants prepares, but this should disappear as the quartets progress to actually compete. Spaces assigned to choruses should, of course, always be adequate for the size of the group.
74. Warm-up areas should be secure and contain adequate clothes racks and mirrors and allow provision for applying makeup, along with plenty of water and cups. Toilets should be conveniently located.

Progress to the Stage

75. A detailed plan will be drawn up by the Contest Administrator for the occupation of areas and for marshalling arrangements. Contestant groups should be kept informed of timings and be given preliminary advice as their time approaches. Then there follows a logical, smooth approach through the various lead-up spaces, culminating in a final soundproof warm-up room immediately prior to moving to the stage.
76. Final entrance to the stage should not involve the negotiating of excessive numbers of steps or stairs.

Contest Facilities

77. The venue should adequately cater for the peculiarities of a barbershop singing contest, in particular the dispersal of competing groups around the facility and their convenient movement while the contest is in progress.
78. The performance stage and risers should comfortably accommodate the largest chorus involved, with good access for moving on and off for large groups of men. Well in advance of the Convention, the Choruses should be informed of the dimensions of the stage, the type of risers to be used and whether a curtain will be used.
79. The quality of the acoustics is vital because judges have a special interest in all aspects of sound during contest. The auditorium should provide the most natural sound possible for choruses without requiring audio enhancement but it is essential that a sound shell be erected behind the risers. For quartets a twin set of high quality, centrally focused microphones and stage sound monitors is required, in accordance with the guidelines in Attachment B to this Manual.
80. Lighting should be adequate but not intrusive on the performers. Chorus members must be able to see the director's face and hands clearly.
81. Audiences move around a lot during contests, especially during long sessions, but movements in and out of the auditorium must be strictly controlled by door marshals and confined to the breaks between the performances. Apart from official contractors, neither video nor audio recording is allowed during contests. Flash photography is also banned in the auditorium and no movement is permitted in the hall during each contestant's two-song presentation.
82. Convention delegates need only to show their convention nametags to gain access to the contests, but other interested members of the public can be admitted either on pre-sold tickets or on payment at the door. The price can be set as an amount per session or as a season ticket for all the contests.
83. Facilities for the judging panel and their attendants will include tables and chairs with desk lamps and water jugs, immediately in front of the stage. These must be well separated from the first audience row, with easy access for secretaries to move to and from a discreet workspace nearby. The appointment of people for these duties will be made in collaboration with the Contest Administrator. See the BHA Contest Administration Manual for details of facilities and equipment required for the judges and Contest Administration team.
84. At the convention venue a private room or other suitable private space should be available for the exclusive use and convenience of the judges. The room should be handy to their workstation, to enable them to take short uninterrupted breaks and have a tea or coffee and a snack. During the period of the contest, the Host Club must provide meals and snacks for the judges at the contest venue.

Required Equipment

85. The Contest Administrator will supply stationery for the judging system, and will normally provide or source computing facilities. There will however, be a requirement for the Convention Committee to provide the CA team with a colour printer and a fast black & white printer. Details of these requirements will be provided by the Contest Administrator.
86. Other administrative equipment required for the Judges will include scrap paper, water, cups and mints. As well as the official judges, similar provisions should be made for any Shadow Judges who have been sanctioned by the Chairman, Australasian Guild of Barbershop Judges.

Results & Presentations

87. All delegates are keenly interested in contest results, both progress and final. These should be freely available as soon as possible after their official release by the Contest Administrator.
88. BHA National Council is solely responsible for the provision of medals and trophies and for the presentation of awards. BHA VP Events will liaise closely with the Contest Administrator and the Convention Chairman in the plans for the presentation ceremonies for medals and trophies.

Contest Procedures

89. Prior to the start of the contest, the Contest Administrator will conduct a group briefing of all contestants and the time of this briefing should be communicated beforehand. If time allows, it is desirable that the representatives present at the briefing are also walked through the locations for their preparation and approach to the stage.
90. In the case of quartets, the complete quartet should attend the briefing. In the case of choruses, the Musical Director and one or two other representatives of each chorus should attend. The Host Club will plan this exercise under the direction of the Contest Administrator.
91. For the purpose of program planning, approximately eight minutes should be allowed per quartet appearance and 11 minutes for a chorus. The detail of contest program is the responsibility of the Contest Administrator.
92. So that they can assess and fine-tune the sound system, the judges will require a non-competing “microphone-warmer” quartet to sing prior to all quartet contests. Desirably, a non-competing past champion quartet should fill this role but if not available a local “scratch” foursome of reasonable quality should be used. This will be organised between the Contest Administrator and the Chairman, Australasian Guild of Barbershop Judges.
93. Comperes for contests are best drawn from barbershop ranks, using either Australians not competing in that section or competent visitors. Either way, people chosen as session Comperes should not only be familiar with the contest system, but should have the personal qualities of presentation that will enable them to maintain enthusiasm and a sense of excitement within the contest venue. The compere, of course, takes his or her directions from the Contest Administrator. The BHA VP Events will appoint any comperes in collaboration with the Convention Chairman.

Judges and Contest Administrator

94. The provision of qualified Judges and a Contest Administrator for the contests is the sole responsibility of the BHA National Council, delegated to the Chairman, Australasian Guild of Barbershop Judges. It is inappropriate for the Host Club to become involved in any negotiations with the judging panel whatsoever.
95. The Host Club must assign one of its members to greet the judges on arrival and, in collaboration with the BHA VP Events, attend to them throughout the event as appropriate.
96. There needs to be close liaison between the Host Club, the Contest Administrator, and the BHA VP Events regarding the judges’ needs. Details like airport greeting, transfer to hotel, local transport, sight-seeing etc., are important factors in making these distinguished people feel welcome. They are usually on a crowded schedule and they work very hard, so sensitive attention to their comfort and convenience is paramount. Good quality accommodation is most appropriate and should be located as close to the main convention action as possible, preferably in the designated Convention HQ hotel.
97. BHA National Council in collaboration with the Chairman, Australasian Guild of Barbershop Judges will nominate a Contest Administrator and an Assistant Contest Administrator, who will plan and run the contest and evaluation sessions on behalf of BHA, in close liaison with the Chairman, Australasian Guild of Barbershop Judges and appropriate members of the Convention Committee. The Contest Administrator handles the contest entries, controls marshalling operations, has the power to vary contest timing and adjudicates on issues connected with the contests that are outside the responsibility of the scoring judges.
98. The Host Club should allocate a competent and knowledgeable person to act as a Liaison Officer between the Host Club and the Contest Administrator, to allow for smooth conduct of the contest throughout. This Liaison Officer will also be responsible for ensuring that up to date information on matters affecting the contest are available at the Information Desk (such as late changes to the schedule, or the publication of results).

International Guests

International Quartet

99. The BHA National Council will normally invite a guest quartet from the Barbershop Harmony Society, usually an International Gold Medallist. This quartet will assist with publicity, perform at the Welcome and Farewell Dinners, the President's Reception and generally place themselves at the disposal of the convention organisers to use their several talents. This may include a "Sing With The Champs" session. The airfares and accommodation for the quartet, plus a daily meal allowance should be included in the budget.

World Barbershop Affiliates

100. The BHA National Council will advise brother and sister organizations of the up-coming Convention and will invite officials and members of such bodies to attend. Traditionally, and with reciprocation, each of the 15 World Harmony Council organizations are offered two complimentary registrations. For budget planning we have never had more than two foreign delegates. BHA will liaise with the Host Club to accord such visitors (if any) appropriate hospitality.

Group Photographs

101. Photographs are an important record and memento of the convention but the activity must not intrude on the contest procedures or the progress of groups taking part. An official convention photographer should be appointed under a written contract agreement that specifies the service levels required.
102. The administration of this photographic service, and the pricing, production of proofs, supply of photographs, and so on, is the sole responsibility of the contractor, who deals directly with the groups or with individuals. However, the quality of service provided by the contractor is the responsibility of the Host Club and should be closely supervised by them to see that the terms of the contract are observed.
103. Each group should be photographed immediately after performing and before they rejoin the audience. The Host Club should select a suitable space for this task that is separate from the contest marshalling areas. Risers will be needed in the location to allow the contractor to photograph the choruses effectively. Depending on facilities, sometimes it is preferable to photograph choruses on stage at the end of their performance before they leave the stage.
104. The Host Club is to ensure also that official photographs of all contest medallists are taken and copies provided to BHA National Council for their archives. The cost of these photographs should be included as an item in the convention budget. Quartets can be photographed on stage, or in a suitable space nearby, after presentation of their awards. For choruses, the photograph taken immediately after their performance will suffice.

Contestant Evaluations

105. The Contest Administrator will work with the Convention Committee to draw up a suitable schedule for Contestant Evaluations.
106. Throughout all aspects of the judging and assessment procedures, the judges have to bear a very heavy workload. It is therefore essential that the organisers make every effort to minimise situations where stress is placed on them. This applies especially to the important role of providing performance evaluations to competitors. For both quartets and choruses, a shortage of time for assessment sessions with the judges is a problem and will only worsen as the number of contestants increase. We need to be innovative in scheduling times for this task.
107. Logistically the feedback system requires a semi-private space where each judge can discuss the performance with representatives from each of the competing groups, with minimal time needed for the movement of contestants or judges between interviews. The Contest Administrator will advise on the length of time required for the evaluation sessions, and will work with the Convention Committee to arrange the provision of suitable periods of time in the Convention program to accommodate them.
108. Whilst the planning and running of the evaluation sessions is the responsibility of the Contest Administrator, considerable support by the Convention Committee and others is required, as the task of running the evaluation sessions is extremely demanding. See the BHA Contest Administration Manual for more details and marshal requirements.

Special Events

BHA President's Reception

109. A BHA President's Reception is traditionally held for the hour preceding the Welcome Dinner. The function is to reward and entertain VIPs with a personal mini-concert by the visiting International Quartet, as well as to have the opportunity to socialise. Attendance is by invitation from the BHA President, and has included all current BHA Presidents, BHA life members, BHA and Regional Councillors, all Judges, and the Convention Committee chairman. The BHA President will seek the assistance of the Host Club in choosing a venue and generally setting up and conducting the occasion.
110. Detailed arrangements will evolve quite close to the event. The cost of this event should be included in the convention budget, but will be paid out of BHA's share of profits.

Welcome Dinner/Farewell Lunch

111. The Welcome Dinner and Farewell Luncheon are social events much appreciated by BHA members who, we believe, would like to see them continued for as long as possible. As time goes by, the only constraint will be the availability of venues that can cope with the growing numbers. Nevertheless, there will no doubt be innovative ways around that problem.
112. As well as being an occasion of great fellowship, the Welcome Dinner affords an opportunity for due formalities such as the acknowledgement of special visitors and other supporters. It has proven to be a delightful way to set the Convention in motion. The official opening of the Convention occurs during this function and it is the privilege of the National President to officially declare the proceedings under way. The program for the dinner will be under the control of the BHA VP Events in liaison with the Host Club.
113. It is no longer considered appropriate to have somebody say Grace before the meal. If individuals chose to say Grace at their table they may do so at their own discretion.
114. At the welcome dinner, special tables should be provided for dignitaries and their partners. These will include contest judges, other overseas visitors of note, members of the BHA National Council, Contest Administrators, the Convention Chairman, the Host Club President, and of course any local VIP such as the Premier or Minister for the Arts. These officials and visitors should be introduced to the gathering during the function. This should be coordinated between the BHA VP Events and the Convention Chairman.
115. A less formal Farewell Lunch presents an opportunity for expressing appreciation or other courtesies to key people and providing a sense of closure to the Convention, while at the same time stirring up enthusiasm about the next Convention. In recent years, a number of options for the lunch have been used, from a formal sit down meal to a stand up lunch to a barbecue. The Convention bid should specify which option is being considered and costed accordingly.
116. Because many people need to travel early on the Sunday afternoon to return to their homes, the Farewell Lunch is now usually costed as a separate ticketed event outside of the normal Convention registration.

Public Massed Sing

117. This gathering is an important promotional opportunity for barbershop and for the public show in particular, quite apart from the great fellowship enjoyed by the singers. The objective is to achieve maximum exposure to an audience who have probably not heard our art form before. This implies that it should be held in a central city location around lunchtime, when there are plenty of people about, and it should be held early in the Convention schedule (e.g. two days prior to the Public Show) to allow any publicity generated to have a positive effect on audience numbers for the Public Show.
118. Staging the massed sing to best advantage is important and this may incur some costs for risers and sound equipment (if only for the compere), but a reasonable outlay is worthwhile if a good presentation is to be achieved. Early approval must be obtained from the appropriate authorities (city administration, police, etc.). Encouraging the city authorities to embrace the event as a worthwhile entertainment for its citizens (and a good reason to be in town that day) can produce additional benefits. Inviting a dignitary such as the Lord Mayor or State Government Minister for the Arts to welcome the delegates can be a further bonus.
119. The massed sing provides a key opportunity to involve the media, especially television, which should respond to

the novelty of the occasion. This expands the audience dramatically, and by ensuring that reference is made to the public show (including the handing out of leaflets to the crowd) it is a very strong overall “plug” for the show.

120. The songs for the day are usually drawn from the ‘polecat’ repertoire, since these are commonly known by the singers, but this is flexible. Some consider that featuring only polecat songs gives the impression of the movement as “old fashioned”, so the Host Club should explore ways in which the repertoire can be adapted to suit the occasion. Obviously, the inclusion of new songs can only be contemplated if all the participants are well aware of them beforehand. If the Host Club wants to take this path, it is essential that they choose simple material (such as is found in the BHS “Free and Easy” series) and that they circulate the music to all participating choruses well in advance of the convention. The massed sing itself is not an occasion for teaching new songs.
121. The guest International quartet will usually be asked to sing as well.
122. The BHA VP Music and BHA VP Events will control the program of the Massed Sing and will invite Musical Directors from participating choruses to direct the singing. The BHA VP Events in liaison with the Host Club will appoint an MC who will introduce invited MDs to the crowd, and generally promote barbershop and the Public Show.

Church Service

123. An ecumenical service has become a very popular and well-supported activity in convention programs and is a fitting event on the final day (which is usually a Sunday). The venue can be any space of suitable size, dignity and configuration. A large, central city church is desirable and is usually most willing to cooperate in this event. Alternatively, the Host Club can use one of the general convention halls, and this has proven adequate in the past. Officiates at this ecumenical service can be drawn from our own ranks or from “friends” of barbershopping. The traditional format of recent years of “prayer, praise and thanksgiving” has been well received by delegates.
124. With the service having an emphasis on singing, the delegates like to know in advance what hymns will be included. For reasonably simple or well-known pieces it is sufficient to merely publicise the songs and supply copies of the music with the service sheet on the day. For new material however, choruses and quartets will appreciate copies of the music in advance to enable a worthy rendition during the service. Particular choruses or quartets may be invited to sing an item and again, adequate notice and preparation is essential.

Master Class

125. A quartet or chorus master class may be presented by the visiting International Champion Quartet if desired on the Sunday morning. The demonstration group for this session should be arranged well before the convention so that the presenters can take special note of their performance in the relevant contest. The host chorus of the next contest may well be chosen as the demonstration group in support of their awareness campaign. A suitable space will need to be set aside for this function. The presenters will need audio support so that the attendees can hear all the directions which the instructor communicates with the demonstration group.

Members’ Forum

126. On the final morning of the Convention, the Host Club should set aside a suitable space at the Convention venue for the National Council to conduct an Open Forum for members who are interested to attend. This event allows members from across the country to raise issues of interest or concern directly with members of the BHA National Council and is normally very well attended, lively and productive.
127. This forum is normally held immediately preceding the final luncheon and lasts for about one hour.

Public Show

128. The public show is the crowning event of the Convention program and an opportunity to present in concert the best of our barbershop singers to their fellow members and to the general public. As indicated elsewhere in these notes, the show is a separate, very special activity within the Convention program, capitalising on the collective talents of our membership to generate a financial surplus.
129. The venue selected should be big enough to hold not only all Convention delegates, but at least a similar number of local general public who might attend, since this is often the primary profit making exercise of the entire

Convention.

130. Like any major entertainment, this highlight of the Convention will require concentrated promotion directed both at the barbershop community and the general public. This is best conducted as a separate and closely focused exercise, aimed at achieving a full house. The interest generated by the Convention itself via media releases, the massed sing etc. will form an ideal base for promoting the public show and it should be mentioned at every opportunity in the preceding weeks and months and again during the Convention activities.
131. Program content will be determined by the BHA National Council (represented by BHA VP Events), in consultation with the Host Club. We have developed a tradition of presenting a program that features the newly crowned national medal winners, supported by other top performers of the barbershop art form, including if present, the guest International Quartet. In the selection of the venue and in its style of presentation, the show must have a truly professional feel and provide first class entertainment that we can promote to the public with confidence and pride.
132. The Convention Committee should allocate one of its members to be responsible for direct liaison with the BHA VP Events and the venue with regard to this show (Show Coordinator).
133. The running order of the Public Show will be determined in advance by the BHA VP Events, with appropriate performance slots assigned to the different medal winners, with their stage times clearly defined. The medal winners should be approached by the Show Coordinator and informed of their performances times immediately after the presentation ceremonies so that they know what time they are required for the show briefing and what time their stage performance is.
134. The Convention Committee may decide to enlist some professional help in arranging publicity for the show, since the attendees will not only include Convention delegates, but also a significant number of the general public. The full range of advertising devices should be used - leaflets, posters, press advertisements, feature articles in local community and mainline newspapers, and community service notices on radio stations. Interviews on community radio stations are easily arranged and during the convention week a quartet performing live on radio or TV is very strong stuff.
135. Having said all this, probably the most effective way of ensuring a full house is to actively market the public show amongst barbershop and Sweet Adeline clubs with carefully structured publicity material. Early in the planning stages, develop an email mailing list and conduct a timely campaign to encourage people to view the website so that as many as possible are kept informed.
136. Effective stage management of the show is a critical aspect, with good production techniques, smooth presentation and continuity an absolute imperative. If the event is staged in a regular theatre or concert hall, professional stage staff will be available to advise and assist in the show's production and stage management.
137. Like the contest procedures, if a top class MC for the show is available from within the barbershop ranks there are many advantages in using such a person; but this will not preclude "outsiders" from being used to carry out the task so long as they have a feel for our type of show. Some high profile "big name" entertainers can be expensive and have clearly not met our needs in the recent past.
138. Whilst the public show will be well advertised to the public in the local media in the weeks leading up to the Convention, it is also essential that full details of the show be available at the Reception Desk at the Convention venue and that details of the show be constantly updated so that enquirers, especially the public at large, can receive accurate information.
139. The show's production team should publish an attractively produced, printed show program. It should include some content aimed specifically at informing the general public about barbershop singing in Australia, for it is a valuable means of "spreading the word" while actually showing potential new members the best of our art form in action. The printed program should contain a general description of the Convention and what has been going on during the past few days, and may carry paid advertising. All delegates should receive a free copy and the printed program may also be sold to the general public at a reasonable price.
140. The public show is also an occasion when invited VIP guests may be present to enhance the event. If this is the case, it calls for the provision of choice seats, with a greeting at the venue and attendance by barbershop officials. This will be coordinated by the BHA VP Events and/or BHA President.
141. If it is appropriate for the National President to host a private reception for these VIP guests, most big venues provide facilities for such a gathering. The reception may be held during the interval or prior to the show. These

gatherings are not large affairs, but the main purpose is to give the guests an opportunity to meet key people from the barbershop movement and the Convention organising team. Naturally, the nomination of the guest list and barbershop representatives will be a matter for liaison between the BHA President and Host Club officials.

Afterglow/s

142. An afterglow (or after-show party) has become a tradition after the Public Show and sometimes after the Quartet Final (if held on a different day). These should be organised with two separate areas, one for those who wish to perform and be listened to (probably with a small sound system setup) and a second separate area that allows for fun and fellowship with informal “chord busting” being the order of the day. Bar service should only be available in the second “informal” area. Public places are not suited to this event, so the Host Club needs to find a suitable private space large enough to accommodate the expected numbers and the separate areas.
143. If numbers become too unmanageable for one combined afterglow, several locations could be used with a number of clubs hosting smaller gatherings, but this is not the preferred solution as it takes away from the memorable sense of ‘closure’ for the occasion.

Delegate Services

144. This covers a range of activities aimed at ensuring that all participants in a Convention are well informed, cared for, and aided so that they thoroughly enjoy the gathering. Of these, information is the most important ingredient.

Advance Information

145. Intending and potential registrants usually start seeking general information about the Convention from the time that the location is first announced. They are particularly interested in dates, program details and accommodation options. A vital ingredient in the overall promotional plan for the convention is the production of an initial brochure, which may be either mailed or distributed electronically via internal Convention Organisers. This should be followed by the creation of a page on the BHA Convention website and a series of attractive, well-produced newsletters that progressively supply more details to interested parties.
146. Early on in the planning, a central source of information should be set up and widely advertised. This may be in the form of a contact telephone number, an email address, a web site, or all three.

Information on Arrival

147. Local delegates may not require detailed information about the convention locality, but interstate visitors are usually on a tight time schedule and often need advice to assist in their speedy orientation. A city map, with points of interest and information about public transport, eateries and the location of convention venues is extremely helpful to new arrivals. Day trip information and any special discounts or incentives on offer from the tourist industry can also be of value. Such tourist information is normally available from the local tourist authority and they are happy to provide it.
148. An “arrival kit” containing this information can be distributed to delegates. It might give an opportunity for reminders about any special activities (such as a pre-convention social event) or last minute developments. This arrival kit, together with convention contact phone numbers, can be made available to visitors beforehand, at the arrival terminal, or at their accommodation. Sometimes this “arrival kit” is included in the “convention kit” described below.

Information at Registration

149. A “convention kit” should be available to delegates as they register at the venue and will include a convention brochure, name badge, tickets to the public show, and advice with last minute information and any pre-arranged purchases. A simple carry bag (with logo) is a useful addition.
150. The printed Convention Program is a very special publication, as it becomes a memento of the event. It should contain a wealth of information such as:
 - a) Messages of welcome from the Host Club, the BHA National President (and possibly greetings from overseas), and local dignitaries (such as the Lord Major or State premier etc.)
 - b) Details of current BHA national officers and a short history of the organisation
 - c) The convention team and their responsibilities

- d) The convention program in detail
- e) Competing choruses and quartets showing home base and the names of musical directors and quartet members respectively
- f) Profiles of the judges and a brief description of the judging categories
- g) General information about contest briefings, walk throughs, rehearsals, etc.
- h) Details of awards and trophies and a list of previous winners
- i) Audience behaviour rules during contest
- j) Opening times for Harmony Marketplace
- k) Emergency phone numbers for local police and medical services and the mobile phone number of the Delegate Services Officer from the Host Club
- l) Details about group photographs and audio/video tapes (and how to order them)
- m) Important tips such as wearing the Convention Identification Badge at all times to gain entry to events
- n) Reminder that the Hospitality Desk will be available for their convenience
- o) Maps showing venue and accommodation locations
- p) Any other helpful information that will ensure a happy stay for delegates.

Information During Convention

- 151. Distribution of a daily news sheet is essential. This is used to advise of social happenings, notes about personalities, progressive contest results, etc. Speedy and efficient distribution is vital, especially for the contest results.
- 152. Of course, the various events throughout the Convention also provide the opportunity for clear and concise verbal announcements about activities. Ensure however that such announcements are brief and to the point.

Hospitality Desk

- 153. The Host Club should set up an information point at a Hospitality Desk, which should remain open throughout the entire convention (i.e. from opening registration to conclusion of farewell lunch) to act as an ongoing source of information throughout the Convention. Obviously, this desk needs to be staffed by people who have a good understanding of what is happening so that people may have their queries answered in a sensitive and positive way.
- 154. It may not be possible to activate this facility until registration time, but a service desk located at the convention headquarters or Convention venue is an ideal vehicle for disseminating and receiving information. It is useful for handing out daily bulletins, as a lost and found centre, and as a general point where delegates can obtain advice or assistance.
- 155. The desk may be staffed by support personnel from the convention team (such as Host Club supporters) who are well versed in all aspects of convention activities. Attendants who staff the hospitality desk should have access to a list of delegates and where they are staying, to assist people in catching up with friends.

Notice Board

- 156. This is a very useful device for ongoing reminders and minor misplaced items. It is in fact a logical place to display all the daily news. Like the hospitality desk, it should be located where people congregate.

Visiting Partners

- 157. Special consideration could be given to providing a facility for the convenience of partners and accompanying delegates, where they can mix when the singers are engaged in rehearsals or other convention activities. This may be a dedicated room where these visitors can meet for fellowship or light refreshments. The service could extend to include short organised outings to places of interest.

Official Recordings

- 158. DVDs form an important record of the Convention proceedings and responsibility for this important record should be placed in the hands of a competent contractor. As with the photography, an official recording and sales contractor should be appointed under a written agreement that specifies the service levels required. Whilst some good products have been made in the past, on other occasions the quality of videos has disappointed. There have been frequent complaints not only of poor products, but also of service levels in the delivery of videotapes.

159. It is the responsibility of the Host Club to ensure that this service is provided in a timely and adequate manner. Since there is a significant financial risk involved, most contractors require some sort of minimum guaranteed payment to undertake this task, not all of which may be recovered from sales. This needs to be carefully considered and included in the budget.
160. It is the responsibility of the Host Club, with assistance from BHA, to ensure that the prevailing copyright law is observed in respect of any recordings made.
161. The contractor will have to work within the limits of restrictions on the amount of movement that can be tolerated from the video camera operator, especially during the contests. The Contest Administrator should be consulted and their permission obtained for the amount of movement they will find tolerable, so that the contractor may be properly briefed on the requirement to remain unobtrusive.
162. An audio feed for sound and video recording needs to be taken from the official stage microphones. These aspects must become part of the overall planning of the sound facilities for the contest. It will be to the advantage of all aspects of the sound and video recording if it can be handled by one contractor where possible.

Harmony Marketplace

163. This is a popular feature of conventions. It provides an outlet for memorabilia specific to that particular gathering and also for the sale of audiotapes, compact discs, reference books and manuals, pitch pipes, and other barbershop requisites.
164. Conduct of Harmony Marketplace can be an entrepreneurial exercise by the Host Club and BHA, outside of the general Convention financial arrangements. The shop may be operated by the Host Club or tendered to a suitable outside contractor. Any sales made through the shop on behalf of bodies other than the Host Club or BHA should attract a commission for the Host Club. In the planning for merchandise sales, the Host Club should also ascertain whether the management of the Convention venue would expect a commission on sales within that venue, and factor that information into their budget and pricing schedule.
165. Stocking the shop can be a difficult task that calls for careful planning well in advance, especially with novelty items such as badges, t-shirts, pens, and water bottles which carry the logo peculiar to that Convention. It is probably safer to settle for modest expectations than to be left with stocks that are out of date and hard to move once the convention is over. In the case of shirts and badges especially, pre-ordering of items at the time that delegates submit their Registration Forms can reduce some of the guesswork and avoid over-supply.
166. The sales outlet should be located where delegates congregate, probably at convention headquarters, and should be open at times convenient for browsing. Tables are needed for stock display and arrangements must be made for the safe keeping of valuable items and cash after hours. Staffing the shop is an ideal role for non-singing team members or supporters of the Host Club. If possible EFTPOS or credit card facilities should be made available to encourage sales convenience.

Harmony College

167. In addition to the Convention organisation as outlined above, the Host Club also has a responsibility to assist BHA with the logistics associated with the biennial Harmony College. This event is programmed and run by BHA, but assistance is required from the Host Club in identifying and booking a suitable conference venue large enough to take 100-150 delegates with live-in accommodation and on-site meals. The tasks required of the Host Club are:
 - a) Identification and booking of a suitable venue within a 1-2 hour drive of the Convention location.
 - b) Organisation of transport (e.g. buses) from the Convention site to Harmony College (after completion of the Farewell Lunch), and return to Convention venue and/or airport.
 - c) Liaison with the Harmony College venue to scope out accommodation and meal options.
 - d) Registration of Harmony College delegates and collection of monies.
 - e) Advertising Harmony College on the Convention website.

All of this information should be conveyed to the BHA VP Events who will then work with the BHA VP Music to design the Harmony College program.

Convention Wrap-up

168. At the conclusion of the Convention the Convention Committee should submit a report to the BHA Vice President Events as follows:
- a) Logistics of the Convention – what worked, what didn't, what could be improved upon
 - b) Audited financial statements for the Convention. Finances should be wrapped up as quickly as possible, working with the BHA Treasurer and VP Events, and presented within 6 months of the completion of the Convention (preferably before that).

Conclusion

169. The organisation of a successful Convention is a significant task, but not altogether daunting. Within our movement there are many people who have undertaken the responsibility and who are more than willing to share their experience with Convention organisers. Of course, the BHA Vice President Events is always readily available to provide support and advice to Convention organisers.
170. The Administrative Task Chart shown overleaf indicates an allocation of responsibilities that may assist the Host Club in the task of planning and conducting a successful Convention.

ADMINISTRATIVE TASK CHART

The Host Club is appointed to conduct the Convention on behalf of the BHA National Council and both bodies share a common interest in its success. Whilst BHA is keenly interested in all aspects of the venture, the Host Club has a certain degree of autonomy in achieving its allotted tasks.

BHA National Council underwrites the convention financially. Any items of financial expenditure that will deviate significantly from the approved budget should be referred to the National Council before the expenditure is undertaken.

Close liaison with BHA National Council, through the VP Events and the Contest Administrator, is essential especially in key areas such as the Convention contests and associated activities. An indicative allocation of responsibilities is shown below.

HOST CLUB	JOINT	BHA Council
FORM CONVENTION COMMITTEE	CONVENTION PUBLICITY & PROMOTION	JUDGE APPOINTMENTS
VENUE SELECTION	CONVENTION PROGRAM/SCHEDULE	CONTEST ADMINISTRATION
FINANCIAL PLAN/BUDGET	PUBLIC SHOW CONTENT	VISITING QUARTET SELECTION
ACCOMMODATION OPTIONS	PRESIDENT'S RECEPTION	INTERNATIONAL GUESTS
REGISTRATIONS	FINAL BUDGET RECONCILIATION	WELCOME DINNER PROGRAM
DELEGATE SERVICES		CONTEST SESSION MC'S
WELCOME DINNER VENUE & MENU		MEDAL PRESENTATIONS
MASSED SING		EVALUATION SESSION SCHEDULE
CHURCH SERVICE		FAREWELL LUNCH PROGRAM
PUBLIC SHOW LOGISTICS		BHA MEMBERS' FORUM
PUBLIC SHOW PROMOTION		HARMONY COLLEGE FACULTY
AFTERGLOW/S		HARMONY COLLEGE PROGRAM
GROUP PHOTOGRAPHS		
VIDEO RECORDINGS		
HARMONY MARKETPLACE		
CONTEST LOGISTICS		
EVALUATIONS LOGISTICS		
JUDGES SERVICES COORDINATOR		
FAREWELL LUNCH VENUE & MENU		
HARMONY COLLEGE VENUE & LOGISTICS		

ATTACHMENTS

- A. ABCMA Rules and Information**
- B. Sound & Microphone Requirements**

Australian Barbershop Convention Management Association Inc. - ABCMA

ABCMA was incorporated in Victoria on 3rd May 2000 to provide a legal entity for the club hosting an AAMBS/BHA convention and registered with Australian Taxation Office for goods & services tax which commenced operation on 1st July 2000. It is important for the host committee to have an incorporated entity to enter into contracts and without ABCMA the burden of GST would have fallen on AAMBS/BHA. All income, including membership dues, would have become subject to it. ABCMA is registered as **ABN 67 725 781 802**

On 20th June 2005 it was issued a Certificate of Registration of a Registerable Australian Body. **ARBN 114 827 440** enables ABCMA legally to carry on business in any State of Australia.

ABCMA has its own account with Westpac Banking Corporation **036051 - 218960** for which the AAMBS/BHA treasurer is ongoing Administrator. Nominated members of the convention host committee are authorised to use it during their tenure of office. The account is available electronically via Westpac Business On Line for any two of the authorised signatories. If cheque facilities are required it is necessary for the account Administrator to arrange for all signatories to sign a Westpac document and lodge it with any Westpac branch. The bank account is registered with Australian Taxation Office for GST purposes.

The membership of ABCMA comprises those in office on AAMBS/BHA National Council. ABCMA officers are the AAMBS/BHA President, Vice-President, Events and Treasurer who are President, Vice-President and Secretary/Treasurer respectively. The remaining members of AAMBS/BHA National Council comprise the ordinary members of ABCMA committee of management.

Duties of ABCMA Secretary/Treasurer

Submit quarterly Business Activity Statements to Australian Taxation Office of all GST transactions. Arrange payment of net indebtedness or check receipt of any refund .

Arrange advances from AAMBS/BHA to provide convention committee with funds to meet progressive payments to venues prior to commencement of inflow from registration income. Advise convention treasurer and ensure a CPA or Chartered Accountant has been contracted to audit the convention accounts to satisfy the legal requirement of a Tier 2 association having total annual income of more than \$250,000. That only happens during a convention year. On the alternate years without a convention, no audit is required.

Compile annual financial statements, organise and conduct annual general meetings and lodge the Annual Statement, with supporting documentation, as required by Consumer Affairs Victoria.

Update information recorded on Australian Business Register and with Australian Securities & Investment Corporation.

Rules of The Australian Barbershop Convention Management Association Inc.

1. *Name*

The name of the incorporated association is The Australian Barbershop Convention Management Association (in these Rules called "the Association").

2. *Definitions*

(1) In these Rules, unless the contrary intention appears-

"Act" means the **Associations Incorporation Act 1981**;

"committee" means the committee of management of the Association;

"financial year" means the year ending on 31st December;

"general meeting" means a general meeting of members convened in accordance with rule 12.

"member" means a member of the Association;

"ordinary member of the committee" means a member of the committee who is not an officer of the Association under Rule 21;

"Regulations" means regulations under the Act;

"relevant documents" has the same meaning as in the Act.

(2) In these Rules, a reference to the Secretary of an Association is a reference--

(a) if a person holds office under these Rules as Secretary of the Association--to that person; and

(b) in any other case, to the public officer of the Association.

3. *Alteration of the rules*

These Rules and the statement of purposes of the Association must not be altered except in accordance with the Act.

4. *Membership, entry fees and subscription*

(1) A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Association on payment of the entrance fee and annual subscription payable under these Rules.

(2) A person who is not a member of the Association at the time of the incorporation of the Association (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless-

- (a) he or she applies for membership in accordance with sub-rule (3); and
- (b) the admission as a member is approved by the committee.

(3) An application of a person for membership of the Association must-

- (a) be made in writing in the form set out in Appendix 1; and
- (b) be lodged with the Secretary of the Association.

(4) As soon as practicable after the receipt of an application, the Secretary must refer the application to the committee.

(5) The committee must determine whether to approve or reject the application.

(6) If the committee approves an application for membership, the Secretary must, as soon as practicable-

- (a) notify the applicant in writing of the approval for membership; and
- (b) request payment within 28 days after receipt of the notification of the sum payable under these Rules as the entrance fee and the first year's annual subscription.

(7) The Secretary must, within 28 days after receipt of the amounts referred to in sub-rule (6), enter the applicant's name in the register of members.

(8) An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.

(9) If the committee rejects an application, the committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.

(10) A right, privilege, or obligation of a person by reason of membership of the Association-

- (a) is not capable of being transferred or transmitted to another person; and
- (b) terminates upon the cessation of membership whether by death or resignation or otherwise.

(11) The entrance fee is the relevant amount set out in Appendix 4.

(12) The annual subscription is the relevant amount set out in Appendix 4 and is payable in advance on or before 1 July in each year.

5. Register of members

(1) The Secretary must keep and maintain a register of members containing-

- (a) the name and address of each member; and
- (b) the date on which each member's name was entered in the register.

(2) The register is available for inspection free of charge by any member upon request.

(3) A member may make a copy of entries in the register.

6. Ceasing membership

(1) A member of the Association who has paid all moneys due and payable by a member to the Association may resign from the Association by giving one month's notice in writing to the Secretary of his or her intention to resign.

(2) After the expiry of the period referred to in sub-rule (1)--

- (a) the member ceases to be a member; and

(b) the Secretary must record in the register of members the date on which the member ceased to be a member.

7. Discipline, suspension and expulsion of members

(1) Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the committee may by resolution--

(a) fine that member an amount not exceeding \$500; or

(b) suspend that member from membership of the Association for a specified period; or

(c) expel that member from the Association.

(2) A resolution of the committee under sub-rule (1) does not take effect unless--

(a) at a meeting held in accordance with sub-rule (3), the committee confirms the resolution; and

(b) if the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.

(3) A meeting of the committee to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).

(4) For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice--

(a) setting out the resolution of the committee and the grounds on which it is based; and

(b) stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and

(c) stating the date, place and time of that meeting; and

(d) informing the member that he or she may do one or both of the following--

(i) attend that meeting;

(ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution;

(e) informing the member that, if at that meeting, the committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.

(5) At a meeting of the committee to confirm or revoke a resolution passed under sub-rule (1), the committee must--

(a) give the member, or his or her representative, an opportunity to be heard; and

(b) give due consideration to any written statement submitted by the member; and

(c) determine by resolution whether to confirm or to revoke the resolution.

(6) If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.

(7) If the Secretary receives a notice under sub-rule (6), he or she must notify the committee and the committee must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.

(8) At a general meeting of the Association convened under sub-rule (7)--

(a) no business other than the question of the appeal may be conducted; and

(b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and

(c) the member, or his or her representative, must be given an opportunity to be heard; and

(d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

(9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

8. *Disputes and mediation*

(1) The grievance procedure set out in this rule applies to disputes under these Rules between-

(a) a member and another member; or

(b) a member and the Association.

(2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

(3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

(4) The mediator must be-

(a) a person chosen by agreement between the parties; or

(b) in the absence of agreement-

(i) in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or

(ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

(5) A member of the Association can be a mediator.

(6) The mediator cannot be a member who is a party to the dispute.

(7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

(8) The mediator, in conducting the mediation, must--

- (a) give the parties to the mediation process every opportunity to be heard; and
- (b) allow due consideration by all parties of any written statement submitted by any party; and
- (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

(9) The mediator must not determine the dispute.

(10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

9. Annual general meetings

(1) The committee may determine the date, time and place of the annual general meeting of the Association.

(2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.

(3) The ordinary business of the annual general meeting shall be-

- (a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and

- (b) to receive from the committee reports upon the transactions of the Association during the last preceding financial year; and

- (c) to elect officers of the Association and the ordinary members of the committee; and

- (d) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.

(4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

10. Special general meetings

(1) In addition to the annual general meeting, any other general meetings may be held in the same year.

(2) All general meetings other than the annual general meeting are special general meetings.

(3) The committee may, whenever it thinks fit, convene a special general meeting of the Association.

(4) If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.

(5) The committee must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Association.

(6) The request for a special general meeting must--

- (a) state the objects of the meeting; and

- (b) be signed by the members requesting the meeting; and

- (c) be sent to the address of the Secretary.

(7) If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.

(8) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to the persons incurring the expenses.

11. *Special business*

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

12. *Notice of general meetings*

(1) The Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.

(2) Notice may be sent--

(a) by prepaid post to the address appearing in the register of members; or

(b) if the member requests, by facsimile transmission or electronic transmission.

(3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.

(4) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

13. *Quorum at general meetings*

(1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.

(2) Five members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.

(3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present--

(i) in the case of a meeting convened upon the request of members--the meeting must be dissolved; and

(ii) in any other case--the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.

(4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) shall be a quorum.

14. *Presiding at general meetings*

- (1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Association.
- (2) If the President and the Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

15. *Adjournment of meetings*

- (1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12. (4) Except as provided in sub-rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

16. *Voting at general meetings*

- (1) Upon any question arising at a general meeting of the Association, a member has one vote only.
- (2) All votes must be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

17. *Poll at general meetings*

- (1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

18. *Manner of determining whether resolution carried*

If a question arising at a general meeting of the Association is determined on a show of hands-

- (a) a declaration by the Chairperson that a resolution has been-
 - (i) carried; or
 - (ii) carried unanimously; or
 - (iii) carried by a particular majority; or
 - (iv) lost; and
- (b) an entry to that effect in the minute book of the Association--
is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

19. *Proxies*

(1) Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

(2) The notice appointing the proxy must be--

(a) for a meeting of the Association convened under rule 7(7), in the form set out in Appendix 2; or

(b) in any other case, in the form set out in Appendix 3.

20. *Committee of Management*

(1) The affairs of the Association shall be managed by the committee of management.

(2) The committee--

(a) shall control and manage the business and affairs of the Association; and

(b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and

(c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association.

(3) Subject to section 23 of the Act, the committee shall consist of--

(a) the officers of the Association; and

(b) two ordinary members--

each of whom shall be elected at the annual general meeting of the Association in each year.

21. *Office holders*

(1) The officers of the Association shall be--

(a) a President;

(b) a Vice-President;

(c) a Treasurer; and

(d) a Secretary.

(2) The provisions of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub-rule (1).

(3) Each officer of the Association shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.

(4) In the event of a casual vacancy in any office referred to in sub-rule (1), the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

22. Ordinary members of the committee

(1) Subject to these Rules, each ordinary member of the committee shall hold office until the annual general meeting next after the date of election but is eligible for re-election.

(2) In the event of a casual vacancy occurring in the office of an ordinary member of the committee, the committee may appoint a member of the Association to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

23. Election of officers and ordinary committee members

(1) Nominations of candidates for election as officers of the Association or as ordinary members of the committee must be--

(a) made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and

(b) delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting.

(2) A candidate may only be nominated for one office, or as an ordinary member of the committee, prior to the annual general meeting.

(3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.

(4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

(5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

(6) The ballot for the election of officers and ordinary members of the committee must be conducted at the annual general meeting in such manner as the committee may direct.

24. Vacancies

The office of an officer of the Association, or of an ordinary member of the committee, becomes vacant if the officer or member--

(a) ceases to be a member of the Association; or

(b) becomes an insolvent under administration within the meaning of the Corporations Law; or

(c) resigns from office by notice in writing given to the Secretary.

25. Meetings of the committee

(1) The committee must meet at least 3 times in each year at such place and such times as the committee may determine.

(2) Special meetings of the committee may be convened by the President or by any 4 members of the committee.

26. *Notice of committee meetings*

(1) Written notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.

(2) Written notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

27. *Quorum for committee meetings*

(1) Any 4 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.

(2) No business may be conducted unless a quorum is present.

(3) If within half an hour of the time appointed for the meeting a quorum is not present--

(i) in the case of a special meeting--the meeting lapses;

(ii) in any other case--the meeting shall stand adjourned to the same place and the same time and day in the following week.

(4) The committee may act notwithstanding any vacancy on the committee.

28. *Presiding at committee meetings*

At meetings of the committee-

(a) the President or, in the President's absence, the Vice-President presides; or

(b) if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

29. *Voting at committee meetings*

(1) Questions arising at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.

(2) Each member present at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

30. *Removal of committee member*

(1) The Association in general meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.

(2) A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.

(3) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting.

31. *Minutes of meetings*

The Secretary of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

32. *Funds*

(1) The Treasurer of the Association must-

(a) collect and receive all moneys due to the Association and make all payments authorised by the Association; and

(b) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

(2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the committee.

(3) The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the committee determines.

33. *Seal*

(1) The common seal of the Association must be kept in the custody of the Secretary.

(2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and of the public officer of the Association.

34. *Notice to members*

Except for the requirement in rule 12, any notice that is required to be given to a member, by on behalf of the Association, under these Rules may be given by-

(a) delivering the notice to the member personally; or

(b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or

(c) facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or

(d) electronic transmission, if the member has requested that the notice be given to him or her in this manner.

35. *Winding up*

In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association must be disposed of in accordance with the provisions of the Act.

36. *Custody and inspection of books and records*

- (1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.
- (2) All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.
- (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.

APPENDIX 1

**APPLICATION FOR MEMBERSHIP OF
(NAME OF THE ASSOCIATION)**

I,....., ofdesire to become a
(*name and occupation*) (address)

member of
(*name of Association*)

In the event of my admission as a member, I agree to be bound by the rules of the Association for the time being in force.

.....
Signature of Applicant
Date

I,....., a member of the Association,
(*name*)
nominate the applicant, who is personally known to me, for membership of the Association.

.....
Signature of Proposer
Date

I,....., a member of the Association, second
(*name*)
the nomination of the applicant, who is personally known to me, for membership of the Association.

.....
Signature of Secunder
Date

APPENDIX 2

FORM OF APPOINTMENT OF PROXY FOR MEETING OF

ASSOCIATION CONVENED UNDER RULE 7(7)

I,.....
(name)

of
(address)

being a member of
(name of Incorporated Association)

appoint
(name of proxy holder)

of
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the appeal to the general meeting of the Association convened under rule 7(7), to be held on-

.....
(date of meeting)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution (insert details of resolution passed under rule 7(1)).

.....
Signed
Date

APPENDIX 3

FORM OF APPOINTMENT OF PROXY

I,
(name)

of
(address)

being a member of
(name of Incorporated Association)

appoint
(name of proxy holder)

of
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the annual/special* general meeting of the Association to be held on

.....
(date of meeting)

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against* the following resolution (insert details of resolution).

.....
Signed
Date

* Delete if not applicable

APPENDIX 4

SCHEDULE OF FEES

<i>Fee</i>	<i>Amount</i>
	NIL

Entrance fee	NIL
Annual subscription fee	NIL

SPEBSQSA

Microphone and Sound System Guidelines

Written by Glen Glancy and Bill Lightner

Edited by Doug Maddox

December 11, 2009

This document establishes a common source of microphone and sound system guidelines for the members of the Society. These guidelines provide

- A level of understanding and confidence for discussing microphone and sound system requirements for quartets and chorus groups with venue and contract sound engineers. You will know why to ask for specific equipment and setups as well as what to ask for.
- A consistent microphone and system design technique to be used at local, area, and district level events.

The Microphone

The beginning of the sound system chain is the microphone. No sound system can make up for poor microphones, and no show—whether it is held in the local grange hall or on the international championship competition stage—will provide a fair representation of the talents of the performers to the audience without good microphones.

Microphone Recommendations

Any reasonably large city will have an audio rental company that will provide – via UPS if necessary – rental microphones of studio quality. Rental rates vary, but you can expect to pay between ten and twenty dollars per microphone per day of usage. You do not pay for the time during which the microphones are in transit, only when they are in use.

The following lists provide the names of commonly available small diaphragm cardioid condenser microphones, which are suitable for use with both quartets and choruses. We do not recommend large diaphragm condenser microphones – the choice for vocal recording – for SPEBSQSA events. When floor monitor speakers are used at the singing position, the typical loss of pattern control at low frequencies in these microphones results in feedback. In simple terminology, the monitors cannot be loud enough to be of benefit to the performers before the sound from the monitors is picked up by the microphones and re-amplified, causing what is known as feedback. Small diaphragm microphones provide better low frequency pattern control and therefore can be used successfully with floor monitor speakers.

Recommended Microphones

“A” List	“B” List
Sennheiser MKH 40	AKG C391B
AudioTechnica 4051a	AKG C460-CK61 or 480-CK61
Schoeps MK4	AKG C451E
Neumann KM140	Shure SM81
Neumann KM 84	
Neumann KM 184	

Quartet Microphone Setup

A pair of the same microphones, such as two Sennheiser MKH40’s, should be mounted to a single mic stand using a device called a “stereo bar.” A stereo bar is a simple flat bar that attaches at the center of a standard mic stand and has a slug at each end for attaching a standard mic clip to the bar. Microphones attached in such a manner can then be aimed by adjusting the clips to point the capsules in relationship to the performers.

Choosing a Mic Stand

If the stage is a permanent one, we recommend an Atlas Soundolier MS25 stand with a boom attachment. This is a heavy-duty stand with a tripod-shaped heavyweight cast iron base. It is capable of supporting the microphones on a boom without additional weights to hold the stand in place. The boom attachment places the vertical portion of the stand out of the way of hand gestures by the performers. Straw hats, canes, and other props have a knack for finding their way against a mic stand.

If the stage is a temporary one, we recommend an Atlas Soundolier BS36 stand placed on the solid floor in front of the stage, weighted if necessary, and extended to place the microphones on a boom at stage height. You have seen this method used for the past several years at Internationals. It keeps the stage noises caused by performer movement from being picked up mechanically through the stand.

Aligning the Microphones

The microphones should be at mid-chest height for a “standard” six-foot barbershop singer or higher. The microphones should be adjusted so the **capsules** are at the same point in space, perfectly aligned vertically with one atop the other, and as close as possible without the microphone bodies touching each other (Figure A). Since you can actually see the capsules on most of the microphones we recommend, this should be easily accomplished before placing the windscreens on the mics.

When viewed from the top, looking down at the mics (Figure B), the capsules should create a pickup radius of about 180 degrees horizontally. So, if you begin with the capsules 90 degrees to each other and increase that angle by moving the capsules another

15 degrees each, you should be close to correct. The capsules should appear to crossfire and aim at quartet singing positions one and four. Only mic tests, which are described later, will confirm the accuracy of the alignment.

FIGURE A

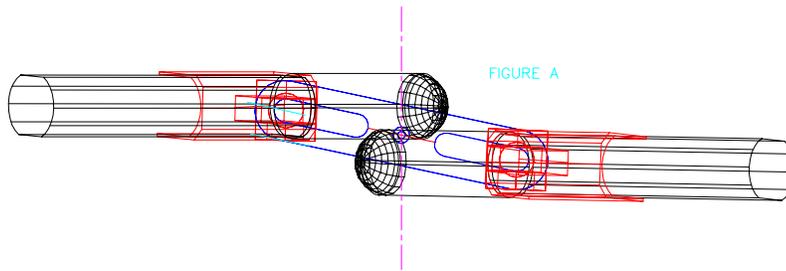
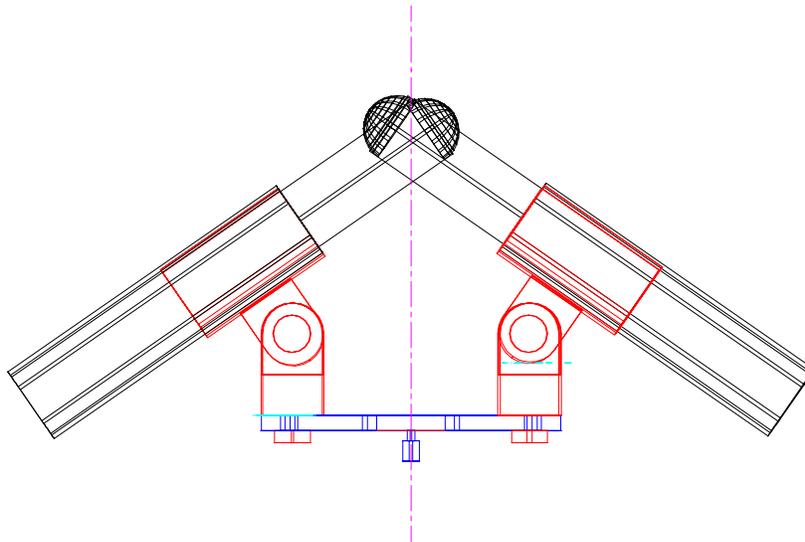


FIGURE B



Marking the Toe-Line Radius

The next essential step – critical in competition but proper for shows as well – is to mark a standard radius on the floor that the performers are not allowed to cross. This “toe-line” radius should be approximately 36 inches from the center point of the microphone setup. Mark the floor with white tape or some other highly visible method that the performers will be able to see even with stage lights in their eyes.

Placing the Floor Monitor Speakers

Floor monitor speakers should be placed behind the microphones, between the lip of the stage and the rear of the microphone array. Place the speakers as close to the vertical mic stand as possible, angled out to face the performers. One speaker should serve performers one and two, and the other should serve performers three and four.

The speakers should project sound toward the least sensitive area of the microphone pattern. With cardioid microphones, the least sensitive area is the backside of the capsule; therefore, you would aim the speakers at the tail of those microphones. Slight adjustments may be necessary to find the best sound gain before feedback, but generally this location will serve the needs of the performers. Adjustment of monitor EQ will be necessary to maximize available gain before feedback.

Testing the Microphones

The off-axis pattern variations of the microphones are sufficiently different to require the following steps, although the setup may appear to match the preceding instructions. Perform the following steps to test the microphones:

1. A single person, a *talker*, should alternately stand at quartet singing positions one and four, speaking directly on axis to each of the microphones, while the sound system operator adjusts the signal levels to match when heard in the house speakers. An appointed *listener* should be in the house to confirm this matching process.
2. The talker should stand exactly between the microphones and, while speaking, move his head within a one-foot side-to-side distance to assure that no coloration of the sound occurs between the pickup of the two microphones. This sound variation is caused by “phasing,” which is a time domain problem between the two capsules.

To fix a phasing problem, move one microphone along its own axis, in towards the other microphone or out away from the other microphone, until no “seam” in the coverage area can be discerned. It is important to retain the angle of the capsules to each other and move only the relationship of the capsules in the horizontal plane. The mechanical center between two microphones and the acoustical center between them may not be the same due to the physical makeup and construction of the particular

microphone model. This is a result of construction techniques employed to tune the pickup pattern to the manufacturer's design criteria.

3. Confirm that this pair of microphones picks up all four voices with equal level. The talker should speak into the mics while moving around the toe line through the four singing positions. The listener should perceive no apparent level difference for those four positions.

To verify the mic levels

- If the two outside singers appear to be louder than the two center singers, reduce the angle of the mics from the 110-120 degree setup to a setup closer to 90 degrees.
- If the center singers are too loud, increase the angle of the mics beyond the 120-degree point. This is a subtle adjustment. A couple of degrees will make a difference. Be sure to re-check the center pickup point if you have to make this change.

Proper setup and testing will result in a microphone array that will provide an accurate and sonically awesome representation of the quartet's barbershop sound that will both interface with a mono sound reinforcement system and also provide an excellent stereo pickup for recording.

Quartet Sound System Setup

We recommend that you bring a quartet or chorus recording with which you are very familiar to the venue and play it back over the system. To adjust the sound system, perform the following steps:

1. Walk throughout the seating areas and listen to how the system reproduces the music. This procedure is also advisable for selecting a venue for a barbershop performance.
2. After comparing the sound of the disc as you know it to how the music sounds in the hall, ask the sound system operator to make any necessary equalization adjustments – bass and treble control changes – on the CD input modules of the mix console until the recording sounds correct. Explain to the system operator that you want the live show sound to have the same tonal qualities.
3. Find a willing and capable quartet to test the mics. Have them take the marked positions and sing while you and the system operator fine tune the sound. Take your time doing this. Make small adjustments until you are satisfied.

4. Make it clear to all concerned that the system is not to be further adjusted by anyone before showtime. Final system tuning is best done when the hall is full, as described next.
5. When the audience is in place, you may find that the overall sound level control will have to be increased to compensate for the changes in acoustics that result from the hall being full of people. Small changes in equalization may also be necessary.
6. While you have a quartet on stage to sing, you should arrange to have either the Contest Administrator or his designated representative involved in the final system tuning process. This cooperative effort should assure that the panel will accept the competition mic tester performance with little or no request for further adjustment of the sound system.

Chorus Microphone Setup and Sound System Tips

The microphones listed earlier in this document also can be used for reinforcement of a chorus.

Placing the Chorus Microphones

Three to five microphones should be used, depending on the size of the chorus. These mics should be hung six to eight feet in front of the front edge of the first riser step, and in an arc matching that of the risers. Proper hanging height places the capsule slightly above the heads of singers standing on the top row of the risers. The axis of the microphone should be aimed down at the mouths of singers on the middle row of risers.

When choruses perform all or a portion of a selection off the risers, we recommend that microphones designed to be placed on a flat horizontal surface, such as the Crown PCC 160, be used at the lip of the stage. For example, when choreography is part of the stage presentation, these microphones will assist in retaining the full choral sound while the group is away from their riser positions. Place three microphones at the lip of the stage, one in the center and two others spaced eight feet on each side of center, all three placed eighteen inches upstage from the lip.

Testing the Chorus Microphones

Follow the same guidelines as for the Quartet Microphone Setup.

1. Make sure that a talker walks the risers from end to end while a listener helps the sound operator adjust the microphone levels until they are matched in the house.
2. Listen to a known CD source and adjust the sound in the house so the sound system operator knows your goal for finished sound.

3. Proceed with a thorough sound check with a mic tester chorus. Take the time to make the adjustments required.
4. Arrange for the Contest Administrator or his designee to be present and to assist in the final settings.