

Writing Contest

Writing Contest Rules & Duties 2013-2015

(revised December 2013)

The writing contest begins at region level. Active members of clubs in good standing, members-at-large, and members of unattached clubs/councils meeting qualifications as set out in these contest rules shall be eligible to compete. Members whose region does not have a Writing Contest chairman may enter the Writing Contest at the International Level. These rules shall be in effect **until July 31, 2015**. The International Board of Directors reserves the right to make changes as may be necessary.

1. ADHERENCE TO ALL CONTEST RULES IS MANDATORY

- 1.1 Failure to comply with all rules and deadline dates will result in immediate disqualification of the contestant.

2. ELIGIBILITY

- 2.1. Members eligible to compete:

- 2.1.1 All active members of clubs in good standing except those specified in paragraph 2.2 below.

- 2.1.2 Active members of clubs-at-large and councils-at-large that do not belong to a region.

- 2.1.3 Members-at-large who meet requirements as defined in ITC Bylaws Article 5.3.

- 2.1.4 Active members of clubs in Regions that do not have a Writing Contest Chairman.

- 2.2. Members not eligible to compete:

- 2.2.1 Additional to members who are ineligible to compete by not meeting the requirements specified under 2.1 above, are:

- 2.2.1.a Writing Contest Chairmen and Writing Contest committee members at any level.

- 2.2.1.b A member who has won the Writing Contest, at any level in the same category in the previous two consecutive years, may not enter that category in the following year; e.g., Mary Jones won the Region level poetry contest in 2009-2010 and 2010-2011. She is not eligible to enter the poetry category of the contest in 2011-2012. She is encouraged to enter the Fiction or Non-Fiction category.

2.3. Definitions:

- 2.3.1 Active. An active member is one who pays international and club dues and fees, council and region assessments as required, participates in the activities of the club, assumes regular assignments and maintains regular attendance. The club, not the individual member, shall determine whether a member is "active".

2.3.2 Club in Good Standing.

- 2.3.2.a To be in good standing, a club shall pay all required international and club dues and fees (including the Convention fee), and council and region dues and assessments as specified in current bylaws and standing rules.
- 2.3.2.b Clubs paying the required dues, fees and assessments before the delinquency date specified in ITC Bylaws (August 14) shall be in good standing for the full fiscal year. Clubs completing payment of the required dues and fees after the delinquency date shall be in good standing as of the date when all requirements have been met. See ITC Bylaws, Article 18.7.

2.4. Eligibility Statement:

- 2.4.1 The contestant's eligibility statement, signed by the club president and treasurer, will certify that all dues, fees, and assessments for all levels are paid.
- 2.4.2 The eligibility statement accompanying the region winning entry will be signed by the Region Writing Contest Chair and sent to the International Writing Contest Chairman.
- 2.4.3 The eligibility statement of a member-at-large, signed by the Region Writing Contest Chair or the International Writing Contest Chair, will certify that International dues are paid.

The eligibility statement from a member of a Region with no Writing Contest Chairman or not holding a Writing Contest, will be signed by the Region President certifying that International Dues and all applicable fees have been paid. The member will forward the signed eligibility statement to the International Writing Contest Chairman.
- 2.4.4 The eligibility statement from a member of a Club-at-Large, Council-at-Large that is not part of a Region, will be signed by the club president and sent to the International Writing Contest Chairman.
- 2.4.5 The eligibility statement from a Member-at-Large who is not a member of a club or a region will be sent to the International Writing Contest Chair for verification that International dues have been paid.
- 2.4.6 The preferred method of submitting entries and eligibility statements is via Electronic methods. Entries and eligibility statements may also be submitted via Surface Mail.
- 2.4.7 The eligibility statement accompanying the region winning entry in each category will be sent electronically (preferred), or by Surface Mail, by the Region Writing Contest Chairman to the International Writing Contest Chairman.

An email will accompany the eligibility statement verifying that the entry placed first at the region level.
- 2.4.8 The author's signature on the eligibility statement is required as consent to publish the entry on the POWERtalk International website.

3. CONTEST RULES

- 3.1. There are three categories:
 - 3.1.1 **Fiction:** A short story.

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- 3.1.2. **Non-fiction:** A feature article; structured expository prose on a topic, issue or event; or an essay.
- 3.1.3 **Poetry:** Metrical or free verse.
- 3.2. A contestant may enter any and all categories. Only one entry per person per category is permitted.
- 3.3 Members belonging to more than one region, or to a region and a council-at-large, may enter the contest at one region or one council-at-large of their choice; not in each.
- 3.4. Each entry must be accompanied by a separate eligibility statement stating category and title of entry, name of contestant, address, phone number and email address if available and a cover page.
- 3.5. Fiction and non-fiction entries shall comprise no fewer than 500 words or more than 1,500 words. **Non-fiction entries shall indicate type as indicated in 3.1.2 above.**
- 3.6. Poetry shall not be fewer than **3** lines or more than 32 lines. **Poetry entries may indicate form; i.e., rhyme, free verse, sonnet, limerick, haiku, etc.**
- 3.7. **Manuscript pages:** Entries shall be computer-generated or typed on one side only of 8 ½ x 11 inch or 21cm x 30 cm white paper, or equivalent size in country of entry, double-spaced, with margins of at least one-inch or 2.5 cm left, right, top and bottom. **The preferred mode of transmission is email.**
- 3.8. Electronic entries should be submitted in unsecured Microsoft Word or PDF format.
- 3.9. One email entry per category with one copy of the eligibility statement and cover page for each entry shall be sent to the Region Writing Contest Chairman, or to the International Writing Contest Chairman where there is no Region Writing Contest, by the deadline date.
- If land mailing, send **one hard copy** of the entry along with **one copy** of the eligibility statement and cover page to the Region Writing Contest Chairman, or the International Writing Contest Chairman when there is no Region Contest Chairman, by the deadline date.
- 3.9.1 The eligibility statement, cover page and the original of each entry are to be retained by the Region or International Chairman. Writing Contest Chairmen shall acknowledge receipt of each entry by the most convenient means, e.g., phone, email, text message, letter, etc.
- 3.9.2 In Region contests, when the winning entry in each category is determined, the Region Chairman shall forward the winning entries to the International Writing Contest Chairman;
- 3.9.2.a An email statement shall accompany the entry verifying that the entry placed first at region level;
- 3.9.2.b An email statement verifying that consent is given by the contestant for publication of the entry on the *POWERtalk* International Website;
- 3.9.2.c The eligibility statement (signed up to club level) and the cover page.
- 3.9.3 If land mail is used, the Region Chairman is to forward to the International

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- Chairman the original of each winning entry, the completed and fully signed eligibility statement, and the cover page.
- 3.9.4 Only entries of the first place winners at region are to be forwarded to the International Chairman.
- 3.10. A **Cover Page** (see appendix) shall accompany the entry and shall contain:
- a. Name of author.
 - b. Address and telephone number, and email address if available.
 - c. Club, council, region, division or member-at-large, member of unattached club or council.
 - d. Category of entry and type/form
 - e. Title of entry
 - f. Number of words for prose or lines for poetry
- 3.11. **Title page** (see appendix) shall contain no indication of the identity of the author. If the entry is forwarded electronically, no identification of the author shall be included in any part of the entry, with the exception of on the Cover Page which will be retained by the Contest Chairman.
- 3.12. **Manuscript page(s)** (see appendix). Leaving a margin of at least one-inch or 2.5 cm at top of the page, type in the upper right hand corner of title page, the word count, the category, **the type for non-fiction or the optional form for poetry as in the examples below:**
- Example for fiction: word count 1220/fiction.***
- Example for non-fiction: word count 1220/non-fiction/essay.***
- Examples for poetry: line count 14/poetry or line count 3 / poetry / haiku.***
- Double space and type the title. Double space once more and start the manuscript, double spacing throughout in all three categories.
- 3.13. If additional pages are needed, on each page in the upper right hand corner type in the title, category, (and form for non-fiction or poetry), then double space and type the page number, double space once more and continue with the text.
- 3.14. The entry shall be original, unpublished and not previously entered in any *POWERtalk* International (or ITC) or Region Writing Contest.
- 3.15. The international level entry shall be in English.
- 3.16. There shall be one winner in each category.
- 3.17. The International President shall announce the international winner for each category in the July edition of *From the Boardroom* of the non-convention year and at the international convention of the convention year.
- 3.18. The international winners of both years shall receive engraved awards, presented at the international convention. Second and third place winners in each category shall receive a certificate.
- 3.19. The international winning entry in each category shall be published on the *POWERtalk* International Website with the consent of the author.

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- 3.20. Identity of the judges shall not be made known prior to the judging.
 - 3.21. Deliberation of the judges shall be confidential and the decision shall be final.
 - 3.22. Entries will not be returned to the author.
 - 3.23. If only one entry in a category is received at region level and is of inferior quality, or it does not follow the formatting rules, no award need be given.
 - 3.24. Clubs/ Councils-at-Large that do not belong to a region may submit one entry per club/council in each category to international level.
 - 3.25. Clubs/Councils-at-Large and regions may conduct contests in languages other than English, instead of or as well as a contest in English. These native language contests will terminate at region level.

4. DEADLINE DATES

Failure to comply with all established deadline dates will immediately disqualify a contestant.

4.1 Member of clubs in good standing:

An entry, the cover page, together with the member's eligibility statement, must be emailed or postmarked to the Region Writing Contest Chairn by **March 1**.

4.2. Region.

- 4.2.1. The Region Writing Contest Chairman shall send all entries to three qualified judges and one alternate judge. The entries must be emailed/postmarked no later than **March 15**.

For the judge's information a copy of the writing criteria and forms should accompany the entries.

The Region Contest Chairman shall notify the Region President and the International Writing Contest Chairman that the entries have been dispatched to the judges.

- 4.2.2 Each judge shall make a first, second, and third place selection for each category. These selections must be returned to the Region Writing Contest Chairman emailed/postmarked no later than **April 15**.
- 4.2.3 First, second and third place winners in each category at the region level may be announced.
- 4.2.4 In accordance with the scoring guidelines, the Region Writing Contest Committee shall:
 - 4.2.4.a Tally the selections of the judges determining the region winner for each category.
 - 4.2.4.b Email to the International Writing Contest Chairman by **May 1**;

International Writing Contest Chairman
Gerry Redmond
7483 – 118A Street
Delta, BC V4C 6J8
CANADA

Email: kipper42@telus.net

- 4.2.5.b.1 the original copy of the Region winning entry for each category;

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- 4.2.5.b.2 an email statement verifying that the entry placed first at region level;
 - 4.2.5.b.3 an email statement verifying that consent is given by the contestant for publication of the entry on the POWERtalk International Website;
 - 4.2.5.b.4 the eligibility statement (signed up to club level) and the cover page. If land mail is used the Region Chairman is to forward to the International Chairman the original of each winning entry, the completed and fully signed eligibility statement and the cover page postmarked no later than **May 1**.
 - 4.2.5.c. The Region Writing Contest Chairman shall notify the Region President of dispatch of the entries to the International Writing Contest Chairman.
 - 4.2.6. Each region shall decide on its own method of recognizing/compensating the judges.
 - 4.2.7. Each region shall decide on its own method of acknowledging the winners in each category.
- 4.3. Unattached clubs and councils.**
- 4.3.1 **Members-at-large:** The original copy of each entry, together with member's eligibility statement and cover page shall be sent to the International Writing Contest Chairman. The entries must be emailed/postmarked no later than May 1.
 - 4.3.2 Members of unattached clubs and councils: Clubs/Councils not attached to a Region should follow the same procedure and timing outlined for Regions; however the club/council Writing Contest Committee will carry out the entire process.
- 4.4. International.**
- 4.4.1. The International Writing Contest Chairman shall send entries received from region **and** unattached clubs' and councils' Writing Contest Chairmen, and from members-at-large, to three qualified judges **for each category**, and one alternate judge. The entries must be emailed/postmarked no later than **May 15**.
 - 4.4.2 Each judge shall make a first, second, third, fourth and fifth place selection for each category. These selections must be returned electronically/AIRMAIL (and be postmarked) no later than **June 15**.
 - 4.4.3 In accordance with scoring guidelines, the International Writing Contest Committee shall:
 - 4.4.3.a. Tally the selections of the judges, determining first place, second place and third place international winners for each category.
 - 4.4.3.b. Send the international winning entries (first, second and third place) for each category to the International President to be emailed/postmarked no later than **July 1**.
- 5. WRITING CONTEST COMMITTEE**
- The Writing Contest Committee shall be responsible for supervising the Writing Contest in accordance with contest rules.
- 5.1. The Writing Contest Chairman shall:**
- 5.1.1 Be responsible for distribution of the contestants' entries to the judges by the deadline date.

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- 5.1.2 Remove any identification (name, address, etc.) from the entry before sending to the judges. This shall include, in the case of entries submitted electronically, reference to the author in the “properties” section of the file.
- 5.1.3 In the top right-hand corner of each page of the entry, identify the category of the entry and a code number for the contestant. Example: P-03 for poetry, contestant #3.
- 5.2. The Writing Contest Committee shall:**
- 5.2.1 Observe the deadlines for receipt of entries.
- 5.2.2 Verify eligibility of all contestants to avoid disqualification.
- 5.2.3 Secure qualified judges and provide them with the necessary information (e.g., rules, criteria and ballot forms) regarding the contest. An alternate judge should be appointed at each level to deal with issues such as ties and judge non-returns. The same judge shall not judge a contestant at a higher level.
- 5.2.4 Ensure that entries are forwarded to the judges by deadline date.
- 5.2.5 Ensure that a first, second, and third place selection is received from the judges at **region** level and five place selections at **international** level.
- 5.2.6. The writing contest committee shall serve as the tellers. Scores shall be tallied as follows:
- First place 11 points
 - Second place 6 points
 - Third place 4 points
- 5.3. At international level, fourth and fifth place selections will be used only if a tie has to be resolved.
- 6. JUDGES**
- 6.1. **Region/Council-at-Large:** Three well-qualified judges and **one alternate judge** shall be used at region/council-at-large level. A member judge shall not be a judge for a category in which a member of their club has submitted an entry.
- 6.2. **International level:** Three well-qualified judges shall be used for each category, and one alternate judge. The alternate judge will receive copies of entries in all categories. There will therefore be ten (10) judges at international level.
- 6.3. Definition of "well qualified judges" includes: professional writers, journalists, publishers, editors, critics, reviewers, writing teachers.
- 6.4. An International Writing Contest entry shall not be judged by anyone who has submitted an entry at a lower level or who has served as a judge or contest chairman at a lower level in the same contest year.

End of Writing Contest Rules

APPENDIX FOLLOWS

Allow 1-inch
(2.5 cm)
margins all
around

EXAMPLE OF COVER PAGE

Author: Susan Smith
Mailing Address
Any City, State/Province 12345
Country
Tele: 123-456-7890 (Cell.)
Email: myemailaddress@myserver.com (Bus.)

Club: Right Choice Communicators

Council: 1

Region: Ocean Waves Region

Division: VI

Category: Non-Fiction / Essay

Title of Entry: Now and Then

Word Count (*or number of lines if poetry*): 1486

EXAMPLE OF MANUSCRIPT PAGE(S)

This information should appear at top
of first manuscript page

NOW AND THEN

Word count: 1,469 / Non-Fiction / Essay

NOW AND THEN (Title)

I spent most my life dreaming(start of manuscript; remember to double-space lines throughout document.)

Allow 1-inch
(2.5 cm)
margins all
around

This information should appear
at top of each continuing
manuscript page

NOW AND THEN—1,469 words; Non-Fiction / Essay
Page 2 of # pages

Ten years and hurricane Iniki later(*continuation of manuscript*)

DO NOT FORGET TO INCLUDE YOUR ELIGIBILITY STATEMENT WITH EACH ENTRY