

# The Australian Bush Poets Association Inc.



## Guidelines for Australian Bush Poetry Competitions

**Performance and Written**

**Conducted under the auspices of the ABPA**

**November, 2016**

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## Terminology and Definitions

### ABPA –

The Australian Bush Poets Association Inc.

### Australian Bush Poetry –

Australian Bush Poetry is poetry with accurate rhyme and metre about Australia, Australian History, Australians and/or the Australian way of life.

### Category –

refers to the particular poetry section such as (classical, modern, original etc.).

### Class –

refers to the eligibility of a competitor to compete (with respect to age, gender and standard).

### Championship –

refers to an ABPA National or State competition.

### Competition –

refers to all the competitive elements in a contest.

### Rank Order Tally System –

The **Rank Order Tally System** referred to in these Guidelines, has been adopted by the ABPA. The relevant assessment sheets **Performance Rank Order Tally Sheet** and **Written Rank Order Tally Sheet** as well as, for ABPA Championships, the **Performance Overall Champion Rank Order Tally Sheet** and **Written Overall Champion Rank Order Tally Sheet** are available on the ABPA website. The **Performance Rank Order Tally Sheet** also applies to Yarn Spinning competitions.

### Yarn Spinning –

Yarn spinning is the telling of Australian stories as per the idiom of our forebears from the city and the bush. Yarn spinning is not simply a connected line of jokes, nor is it rhymed verse. Yarn spinning is an **Open Category** for Males and Females of all ages. N.B. The Yarn Spinning category shall not count towards overall results in the case of National or State Bush Poetry Championships.

## ABPA Approval

Organisations adopting these guidelines will have the ABPA Inc. approval to publish the following notation on their competition advertisements and forms **“Conducted under the AUSPICES of the ABPA Inc.”**.

# Performance Bush Poetry Competition Guidelines

## PARTICIPANTS

It is recommended that the following participants be utilised for Bush Poetry Performance Competitions:

- Judges (3),
- Scrutineers (2),
- Time Keeper/s (1 or 2),
- MC (1 or more).

## CATEGORIES

**Performance Bush Poetry** can come under any of the following categories:

### Classical (Traditional)

**Australian Bush Poetry** written before, and including, 1950. If copyright is still in force, permission must be sought from the copyright holder of the work before learning and/or performing a Classical poem. N.B. Copyright expires 50 years (if the author died before 1955) or 70 years after the death of the author. Organisers may ask competitors to sign a disclaimer stating that the onus for copyright permission is not on the organiser. The onus is on the individual competitor to fulfil copyright requirements and the ABPA accepts no responsibility for a competitor's failure to do so.

### Modern (Contemporary)

**Australian Bush Poetry** written since, and including, 1951. Poetry not written by the performer. The author's or the copyright holder's permission must be sought before learning and/or performing a Modern poem. Organisers may ask competitors to sign a disclaimer stating that the onus for copyright permission is not on the organiser. The onus is on the individual competitor to fulfil copyright requirements and the ABPA accepts no responsibility for a competitor's failure to do so.

### Original

**Australian Bush Poetry** written by the presenter.

### Special Categories

**Categories** can be devised by competition organisers such as a 'Banjo Paterson' or 'Henry Lawson' topic or, for example, a special category to suit a festival theme about the local area or history. Conditions should be made clear on the appropriate entry forms and adherence to the set category must be taken into account in the judging. N.B. Special Categories shall not count towards overall results in the case of National and State Championships.

## CLASSES

Where less than a specified minimum number of male or female entries are received for the four performance categories counting towards the overall National or State Championship then the male and female classes may be combined.

Entry forms must specify the minimum number of entries required in either class to run separate male and female competitions.

Competition results can then be presented as one combined set of results or separated into male and female results if required (at the discretion of the Competition organisers).

### Junior Classes

Children: Under seven years (Child Assessment Sheets to be used).

Children: 7 years to 12 years (Child Assessment Sheets to be used).

Teenagers: 13 years to 17 years (Adult Assessment Sheets to be used).

### Adult Classes

18 years and over.

### Novice

Novice Performers are competitors who have not previously won (i.e. gained first place in) any category or class of a Bush Poetry Performance competition.

**Novice** competitors *may enter* **Novice** and **Open** classes of the same competition at the Competition Organisers' discretion. **Novice** competitors *may not enter* the **Novice** and **Intermediate** classes of the same competition.

In novice Competitions *only one person may be on the stage at one time* as part of a performance. A *second person may NOT be used as an assistant as part of the performance*.

A **Novice** competitor may perform any Original, Classical or Modern poem.

**Reading of Original poems IS PERMITTED** in novice categories but should be penalised and ten marks is suggested as a deduction.

Inclusion of this class is optional for ABPA National and/or State Championships.

### Intermediate

Intermediate Performers are competitors who have won (i.e. gained first place) in *any* **Novice** category at any bush poetry event, but have not won (i.e. First Place) in any **Intermediate** or **Open** Bush Poetry Performance category.

**Intermediate** competitors *may enter* **Intermediate** and **Open** classes of the same competition at the Competition Organisers' discretion.

In **Intermediate** Competitions *only one person may be on the stage at one time* as part of the performance. A *second person may NOT be used as an assistant as part of the performance*.

An **Intermediate** competitor may perform any Original, Classical or Modern poem.

**Reading of Original poems IS PERMITTED** in Intermediate categories but should be penalised and ten marks is suggested as a deduction.

N.B. At competitions where large numbers of entries are received and the timing of individual categories is important, the competition organisers may, at their own discretion, limit **Novice and Intermediate** competitors to their respective classes only, and NOT allow them to enter the **Open** categories.

Inclusion of this class is optional for ABPA National and/or State Championships.

### **Open**

Any person over the age of 18 years who would like to perform a memorised poem, and who would prefer not to enter a Novice or Intermediate Category, may enter the Open category (prior success is not a pre-requisite).

In **Open** competitions *only 1 person may be on the stage at one time* as part of the performance. A *second person may not be used as an assistant as part of the performance.*

**Reading of poems IS NOT PERMITTED** in Open categories. Poets who read in an Open category will be disqualified.

### **Duo**

Where 2 poets perform a poem in conjunction or simultaneously with one another. A **Duo** may perform any Original, Classical or Modern poem in this category.

Inclusion of this class is optional for ABPA National and/or State Championships.

## ENTRY CONDITIONS

### Entry Forms

It is suggested that an entry form should contain the following items:

- (1) The name, address, home and mobile phone numbers of the applicant as well as their E-mail and Website address if necessary.
- (2) The classes and categories in which the entrant is invited to compete.
- (3) The poems that the applicant has chosen to perform.
- (4) A choice of three poems (at least) should be nominated for **Non-Original Categories (i.e. Modern and Classical)** in order to avoid repetition of works by contestants. The organisers will then decide on a **'first in first served'** basis which poem has been allocated to which applicant, and advise entrants of any changes that may be necessary due to duplication of choices.
- (5) The **Entry Fee** being charged by the competition for each category.
- (6) The names of the **Judges** (ABPA Accredited or Non-Accredited) if available.
- (7) The **Prize money** on offer as it relates to each category and class.
- (8) To allow judging sheets and programs to be prepared a **closing date** for competition entries two weeks before the date of competition is recommended.
- (9) Notification from the competition organisers that **late entries** may be accepted at the organisers' discretion (if so decided) up to and including the day of the actual competition. **Once a competition category has actually started NO further entries will be accepted for that category.**
- (10) The competition organisers' **Contact Details**.
- (11) Notification of **restrictions of numbers** per category or class (if necessary).
- (12) A reference to the current version of the ABPA Guidelines so that applicants can view the conditions under which they are being judged.
- (13) A list of specific **Conditions of Entry** that may be applicable to individual competitions that choose to add or subtract from the current ABPA Guidelines.
- (14) A **Declaration Clause** (Signed by the applicant) stating
  - i. that he/she (the applicant) *'has read the conditions of entry and will agree to abide by them'* and
  - ii. that he/she (the applicant) will also *'verify the authenticity of any original work entered'*. The applicant's signature will also verify and confirm his/her contact details.
- (15) A **Declaration Clause** (signed or marked as *'permission withdrawn/given'* by the applicant) stating that he/she (the applicant) *authorises (or otherwise) the organisers to publish/use the entrant's material or details for promotional purposes. Copyright remains with the author.*
- (16) **Payment option details** for the relevant **Entry Fees**. Entry forms must be accompanied by the full payment of entry fees by whatever means chosen.
- (17) Notification that, at the discretion of the organisers, entry forms not fully completed may not be accepted.



## Restrictions on Numbers

At the discretion of the Competition organisers, restrictions may be placed on the number of entrants in each and every performance Class and Category.

## Status

A competitor's status at the beginning of a competition remains the same throughout that competition irrespective of whether a category has been won during that competition (e.g. Novice remains Novice until the next performance competition).

## Props

Props may be used by performers.

## Non-repetition of Poems

To keep festivals vibrant, it is recommended:

- (1) that a competitor should not perform the same poem in more than one category of a competition,
- (2) that competitors should not perform the same poems in consecutive years at the same competition, and
- (3) that poems which have won a first prize in an open category in any competition should no longer be performed by the same poet in future years at the same competition.

N.B. It is desirable that poems which have won a first-prize in an open performance category should no longer be used by the same poet in future performance competitions. An exception would be that a first-prize-winning poem could be used in a following ABPA State Championship or Golden Dampier Competition and then in an ABPA National Championship.

## JUDGING PANELS

It is recommended that judging panels should be made up of competent people.

**Three judges** are recommended for all Performance Bush Poetry Competitions. It is suggested that at least **one ABPA Accredited Judge** should be used in all Performance Bush Poetry Competitions. In the case of **National or State Bush Poetry Performance Championships**, it is recommended that **three ABPA Accredited Judges** should be used. Failure to use ABPA Accredited Judges may prevent an organisation from being eligible to receive ABPA grants or to be allowed to utilise the clause *“under the auspices of the ABPA”*.

At the co-ordinating committee's discretion, where there are non-ABPA judges or judges who have not judged under the current ABPA Guidelines and the Rank Order Tally system, a training session with an experienced judge to clarify procedures, is recommended.

If judging concerns or discrepancies occur, these could be addressed to the experienced judge for consultation with the other judges to achieve a combined resolution.

A list of **ABPA Accredited Judges for Performance and Written Poetry Competitions** is available on the ABPA Website. N.B. Persons wishing to apply to be a judge can also find the relevant application form (which includes **Supplementary Judge Application**) on the website.

It is recommended that judges should be positioned separately throughout the auditorium, not within a communicable distance of each other. It is preferable that judges are positioned where they are best able to both view contestants and gauge the response of the audience.

## JUDGING ASSESSMENT SHEETS

To accompany these Guidelines, the following sheets apply to Performance Competitions:

- **Performance Bush Poetry Competition Assessment Sheet**
- **Performance Bush Poetry Competition Assessment Sheet (Child)**
- **Performance Rank Order Tally Sheet**
- **Performance Overall Champion Rank Order Tally Sheet.**

It is important that the current versions of these sheets are used. They may be downloaded from the ABPA Website. It is recommended that organisers (and judges) familiarise themselves with these documents and with the following procedures:

The current **Performance Bush Poetry Competition Assessment Sheet** is to be used in the following manner:

- (1) The individual judge will place a tick in the respective column of the assessment sheet corresponding to the score of the relevant assessment detail.
- (2) Judges should penalise reading when placing their ticks. Tick placement is at the judge's discretion but a penalty of 10 points is suggested.
- (3) Judges should penalise offensive language and/or material when placing their ticks. Tick placement is at the judge's discretion but a penalty of up to 25 points is suggested.
- (4) At the conclusion of the performance the judge will assess the spread of the ticks over the 10 assessment detail sections and then circle 1 (one) numbered score (out of 100) to represent this spread and place it in the appropriate panel.
- (5) All assessment sheets for this category will then be kept by the judge until the end of the category.
- (6) At the conclusion of the category the judge will then review his/her assessment sheets to break any ties that may have occurred or to re-consider placings. Half marks (as indicated on the assessment sheets) may be used for this purpose.
- (7) The judge should then place his/her assessment sheets in order from the highest to the lowest score and notate his/her rank order on each assessment sheet.
- (8) A scrutineer will then take the sets of judges' **Performance Bush Poetry Competition Assessment Sheet** to obtain the winner and place-getters in the category using the **Performance Rank Order Tally Sheet** (see below).

## RANK ORDER TALLY SYSTEM

**Two scrutineers** are recommended for all Performance Bush Poetry Competitions. The scrutineers will **double check, record and collate the Rank Order Placement** (as determined from the individual judges **Performance Bush Poetry Competition Assessment Sheet**) and to determine the winner and place-getters in a competition category or Overall Championship situation.

When compiling the **Performance Rank Order Tally Sheet** the scrutineers should adhere to the following procedures:

- (1) At the end of the competition category, collect the **Performance Bush Poetry Competition Assessment Sheet** from each judge,
- (2) Check these sheets to ensure that rank order is consistent with scores and for any other anomalies. N.B. Rank is the placing 1, 2, 3, 4, 5, etc. of competitors according to the Final Score out of 100 given by one judge. Once any points deductions have been made on the **Performance Bush Poetry Competition Assessment Sheet**, each judge will have placed his/her sheets in final score order from highest to lowest and have denoted a Rank Order Placement number to each competitor. The highest Final Score gets a Rank Order Placement (Rank) of 1, the next highest 2, the next 3 and so on.
- (3) Record each judge's **Rank Order Placement** for each competitor onto the **Performance Rank Order Tally Sheet**.
- (4) The **scrutineers** will then add the **three Rank Order Placements** to determine the **Rank Total** for each competitor. N.B. **Rank Total** is the sum of the **Ranks** from all judges for a single competitor.
- (5) Once the **Rank Total** for each competitor is compiled, the **scrutineers** will then determine the **Place** (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> etc.) for each competitor and record it in the **Place** column. N.B. **Place** is a competitor's overall position in the category and is determined from the *lowest Rank Total* to the *highest Rank Total*, that is, the competitor with the *lowest Rank Total* is the winner, the competitor with the next *lowest Rank Total* is second and so on until each competitor has a place.

If a tie occurs during the tabulation of the **Performance Rank Order Tally Sheet** scrutineers must follow the instructions on that sheet to determine the place in question.

Whilst it is recommended that the **Rank Order Tally System** be used for all competitions, for National and State Championships to attract ABPA funding or for competitions to utilise the term "under the auspices of the ABPA", this system must be applied.

## OVERALL COMPETITION WINNER/S

Where applicable, the overall winner or the overall Male and Female winners of a competition, will be decided from contestants in the Open Category, in accordance with the instructions on the **Performance Overall Champion Rank Order Tally Sheet**.

If a tie occurs during the tabulation of the **Performance Overall Champion Rank Order Tally Sheet** scrutineers must follow the instructions on that sheet to determine the place in question.

## TIME-KEEPING

**One or two Timekeepers** are recommended for all Performance Bush Poetry Competitions. Time keepers will have the following responsibilities:

- (1) To time each individual contestant with a stopwatch or other accurate time-keeping device. N.B. The timing commences from when the competitor begins to speak *to the audience*.
- (2) If the Time limit for a category has been exceeded by any competitor, at the conclusion of that competitor's performance, the Timekeeper will notify all judges of the period of overtime and of the number of penalty points to be deducted by each judge.

### Time Limits

Adult and Teenager Categories: 8 Minutes (including preamble).

**Two (2) points** shall be deducted from each judge's assessment sheet for every **fifteen (15) seconds** or part thereof over the time limit.

Child Categories: 5 Minutes (including preamble). No overtime penalties apply.

## COMPERING AND MC'ING DUTIES

The compere's duty is to announce the event's proceedings and to fill in where necessary with suitable material (without wasting undue time).

The compere should only introduce competitors by name along with some geographical information.

The compere should not refer to the competitor's past successes, his or her standing in the ABPA or give other details which may unduly prejudice judging.

In Awards presentations, the winner's names **should be given in reverse order**. i.e. **3rd, 2nd, 1st**, including the name of the poem and the author.

## CONDUCT OF COMPETITIONS

Organisations adopting these guidelines will have the ABPA Inc. approval to publish the following notation on their competition advertisements and forms: "***Conducted under the auspices of the ABPA Inc.***".

***Accuracy of score totals is absolutely necessary.*** Errors should be publicly announced and organisers should endeavour to ensure the rightful winners or place-getters receive their correct prize money and trophies before the end of the festival.

No correspondence regarding issues relating to prize money or trophies will be entered into after the festival has concluded.

Results should be announced and (at the discretion of the organisers) judging assessment sheets should be issued to competitors as soon as practicable after the completion of the competition.

**The Judges decision will always remain final in performance competitions.**

Contestants shall not contact the judge (by any means) during or after the event to query or bring into disrepute the judge's decision.

As a courtesy to their supporters, organisers of ABPA approved or affiliated competitions are urged to send festival reviews and result listings of their event to the Webmaster for inclusion on the ABPA Website and to the Magazine Editor for inclusion in the ABPA magazine, ASAP after their event closes.

## **ABPA NATIONAL AND STATE BUSH POETRY PERFORMANCE CHAMPIONSHIPS**

### **Specific Conditions**

The ABPA Inc. is the only organisation entitled to use the name ‘**ABPA National Bush Poetry Performance Championships**’ or ‘**ABPA State Bush Poetry Performance Championships**’ in which the ABPA Australian or ABPA State Champion Poets (Male, Female and Junior) are chosen.

Approval for the holding of **National and State Bush Poetry Performance Championships** is declared at the **Annual General Meeting** of the Association held in January each year (or if none have been allocated, at a later date by the ABPA Committee). Applications for holding such events should be directed to the Secretary of the ABPA Inc. Notices regarding the championships and application details are placed in the ABPA Inc. Magazine and on the ABPA Website. States are encouraged to hold their own State Championships.

All such competitions should carry the title:

**ABPA NATIONAL BUSH POETRY PERFORMANCE CHAMPIONSHIP** or  
**ABPA (Name of the State) BUSH POETRY PERFORMANCE CHAMPIONSHIP.**

Whilst these guidelines are recommended for all Bush Poetry competitions, in order to receive ABPA funding, National and State Championships must be run in accordance with ABPA requirements.

Organisers who run an ABPA National or State Championship in accordance with current ABPA Guidelines are eligible for a grant donated by the ABPA. It is required that a Written Championship be run in conjunction with both National and State Performance Championships.

The grant for the combined Performance and Written **ABPA National Championship is \$1,000** and for the combined Performance and Written **ABPA State Championship \$500.**

Whilst it is recommended that all Performance Competitions should be decided over at least **3 OPEN** categories i.e. **1. Classical (Traditional) 2. Modern (Contemporary) and 3. Original**, all National and State Championships must include all 4 categories as set out below –

- (1) Classical
- (2) Modern
- (3) Original (serious)
- (4) Original (humorous)

Each of these categories must have separate classes for Male and Female competitors.

Each male and female category in a National or State Championship should have separate prize-money allocated to it.

Anyone is entitled to enter an ABPA National or ABPA State Championship, regardless of residential address. The winner across all four categories is called the overall **ABPA National** or **ABPA (Name of State) Bush Poetry Performance Champion.**

If a non-resident of the State holding a State Championship wins the overall title, then the highest placed State resident should also be recognised, at least via announcement.

The opportunity exists for quality **performers** who are **non-writers** to **win** separate categories and entries **will be accepted** for individual competition categories in ABPA National and ABPA State Championships.

However, the **Overall ABPA National or ABPA State Championship** title can only be won by someone who writes as well as performs. Therefore, to be eligible to win an ABPA championship, competitors must enter all four categories offered.

If a non-resident of the State holding a State Championship wins an individual category, then the highest placed State resident in that category should also be recognised, at least via announcement.

**Novice** and **Intermediate** performers may enter National or State Championships in Open categories only at the discretion of the organisers.

N.B. **Junior Classes** may be added at the discretion of the organisers.

### **Overall Championship Results**

The Overall National or State Male and Female Champions, will be decided from contestants in the Open Category, in accordance with the instructions on the **Performance Overall Champion Rank Order Tally Sheet**.

If a tie occurs during the tabulation of the **Performance Overall Champion Rank Order Tally Sheet** scrutineers must follow the instructions on that sheet to determine the place in question.

### **Non-Repetition of Poems**

A competitor in an ABPA National or ABPA State Championship **must not repeat a poem that they have won that championship with in any previous year**.

# Yarn Spinning Performance Competition Guidelines

## GENERAL

Where time and funding allows a Yarn Spinning competition may be held in conjunction with a Bush Poetry Performance Championship or Competition and will generally follow the same conditions relating to the Performance Competitions (beginning on page 5 of these Guidelines). However, Yarn Spinning is not divided into Male and Female classes and only one overall prize need be given.

If held in conjunction with a National or State Bush Poetry Performance Championship, the winner of the Yarn Spinning competition may be given the title **National (or State) Yarn Spinning Champion**, however, the Yarn Spinning Competition will not influence or be part of the categories judged or used to determine the Overall National or State **Bush Poetry Performance** Championship results.

## JUDGING PANELS

It is recommended that all judging panels should be made up of competent people. **Three judges** are recommended for Yarn spinning Competitions. It is suggested that at least **one ABPA Accredited Judge** should be used in all Yarn Spinning Competitions. In the case of **State or National Yarn Spinning Championships** it is recommended that **Three ABPA Accredited Judges** should be used.

A list of **ABPA Accredited Judges for Performance and Written Poetry Competitions** is available on the ABPA Website. N.B. Persons wishing to apply to be a judge can also find the relevant application form on the website.

It is recommended that judges should be positioned separately throughout the auditorium, not within a communicable distance of each other. It is preferable that judges are positioned where they are best able to both view contestants and gauge the response of the audience.

## JUDGING ASSESSMENT SHEETS

To accompany these Guidelines, the following sheets apply to Yarn Spinning competitions:

- **Yarn Spinning Competition Assessment Sheet**
- **Performance Rank Order Tally Sheet**

It is important that the current versions of these sheets are used. They may be downloaded from the ABPA Website. It is recommended that organisers (and judges) familiarise themselves with these documents.

## RANK ORDER TALLY SYSTEM

Yarn Spinning competitions will use the Rank Order Tally System. Use the same Rank Order Tally System procedures as shown on page 11 of these Guidelines.

## **Ancillary Festival Events**

At the organiser's discretion, other ancillary events may be held in conjunction with Bush Poetry Performance Championships. These events may take place where the competition is being conducted or at another community location such as a club, local park, showgrounds or sports field. However, when held in conjunction with a National or State Bush Poetry Championship, these ancillary activities will not influence or be part of the categories judged or used to determine Championship results.

The following are suggestions only but all activities which foster camaraderie between poets and supporters and which promote goodwill in the local community towards the festival and towards Bush Poetry in general, are to be encouraged.

### **POETS' MEET-UPS, BREAKFASTS AND/OR GET-TOGETHERS**

As well as adding interest and enjoyment to a festival, these events may provide the opportunity for people to 'walk-up' and perform, recite or read poetry in a non-competitive, light-hearted environment.

### **POETS' BRAWL (ONE MINUTE CUP)**

Original poetry written and performed at the venue not exceeding one-minute in delivery. Unless previous arrangements by the organisers exist, poets on arrival at the venue can either purchase or simply draw a 'title' or subject from a hat and then, at their leisure, write a one-minute poem on that subject for delivery at a later time in the program.

A Poets' Brawl may be held as part of a Poets' Breakfast, or Get-Together.

Titles or subjects are usually determined by the organisers, having something in common with the festivities.

Preambles in a Poet's Brawl should be non-existent or kept to an absolute minimum, and are included in the timing of the poem.

### **COMMUNITY ENTERTAINMENT**

Where time and resources are available involvement in the local community through concerts or visits to clubs or charitable organisations is encouraged.

### **WORKSHOPS AND SCHOOL VISITS**

Competition judges are usually willing to hold workshops in the community and to visit local schools.

Where time and funding allow, competition organisers are encouraged to introduce or to continue to offer these components as an adjunct to their festivals.



# Written Bush Poetry Competition Guidelines

## PARTICIPANTS

It is recommended that the following participants be utilised to run a Bush Poetry Written Competition:

- Co-ordinators/Scrutineers (2)
- Judges (3)

## CATEGORIES

The **Categories** of a Written Bush Poetry Performance Competition should be clearly stated on the entry forms as determined by the Competition organisers.

### Original Serious and Original Humorous

Separate categories for Serious and Humorous written poetry are encouraged.

### Special Categories

**Categories** can be devised by competition organisers such as a 'Banjo Paterson' or 'Henry Lawson' topic or, for example, a special category to suit a Festival theme about the local area or history. Conditions should be made clear on the appropriate entry forms and adherence to the set category must be taken into account in the judging. N.B. In the case of **National and State Bush Poetry Written Championships**, the results of a themed category should not affect the overall **Bush Poetry Written Championship** result.

## CLASSES

### Junior Classes

Children Under seven years (Child Assessment Sheets to be used).

Children 7 years to 12 years (Child Assessment Sheets to be used).

Teenagers 13 years to 17 years (Adult Assessment Sheets to be used).

### Adult Classes

18 years and over.

#### Novice

Poets who have not previously won (i.e. gained first place in) any category or class of a Bush Poetry Written competition.

**Novice** competitors *may enter* **Novice** and **Open** classes of the same competition at the Competition Organisers' discretion.

Inclusion of this class is optional for ABPA National and/or State Championships.

#### Open

Any person over the age of 18 years who would like to enter the open class (prior success is not a pre-requisite).

## ENTRY CONDITIONS

### Entry Forms

It is suggested that an entry form should contain the following items:

- (1) The name, address, home and mobile phone numbers of the applicant as well as their E-mail and Website address if necessary.
- (2) The class and categories in which the entrant is invited to compete.
- (3) The titles of the poems that the applicant has chosen to enter.
- (4) The **Entry Fee** being charged by the competition.
- (5) The name/s of the **Judge/s** (ABPA Accredited or Non-Accredited).
- (6) The **Prize money** on offer as it relates to each category.
- (7) The **Closing Date** for competition entries. (**1 month** before the date of competition is recommended.) For convenience and fairness to all entrants **Closing Dates should be strictly adhered to and will be determined by the postmarked date on the entry.**
- (8) Line limit per poem required for the competition (if applicable).
- (9) Preferred line spacing for poems (double or single).
- (10) Notification from the competition organisers' that late entries may be accepted at the organisers' discretion (if so decided).
- (11) The competition organisers' **Contact Details**.
- (12) Notification of **restrictions of numbers** of entries per author per category (if deemed necessary by Festival organisers).
- (13) A reference to the current ABPA Guidelines so that applicants can view the conditions under which they are being judged.
- (14) Notification that previous first-prize winning poems in any open written competition category are not permitted (excluding Novice class). Authors must advise if a poem wins another competition prior to the closing date (insert that date).
- (15) A list of specific "**Conditions of Entry**" that may be applicable to individual competitions that choose to add or subtract from the current ABPA Guidelines.
- (16) A **Declaration Clause** (Signed by the applicant) stating
  - i. that he/she (the applicant) '*has read the conditions of entry and will agree to abide by them*' and
  - ii. that he/she (the applicant) '*is the sole author of any original work entered.*' Their signature will also verify and confirm their contact details.
- (17) A **Copyright Clause** (signed or marked as '*permission withdrawn/given*' by the applicant) stating that he/she (the applicant) *authorises (or otherwise) the organisers to publish/use the entrant's material or details for*
  - i. *promotional purposes. Copyright remains with the author.*
  - ii. *the ABPA magazine and the ABPA website (winning poems only). Copyright remains with the author.*
- (18) **Payment option details** for the relevant **Entry Fees**. Entry forms must be accompanied by the full payment of entry fees by whatever means chosen.
- (19) Notification that Entry forms not fully completed, may not be accepted at the discretion of the organiser.

## Eligibility

Written competitions are open to all writers of bush poetry **regardless of their Australian residential address. International entries** can also be acceptable (as discerned by the competition organisers) provided poems are written in accurate rhyme and metre and are about Australia, Australian History, Australians and/or the Australian way of life.

Written competitions may be run without being attached to a performance competition.

Whilst organisers of all performance competitions are encouraged to include a Written competition, **National and State Championships must have a written component in order to receive ABPA funding.** (For funding entitlements refer to page 13 of these Guidelines.

**If held in conjunction with a National or State Bush Poetry Performance Championship, the winner of the Written Poetry championship will be given the title National (or State) Bush Poetry Written Champion, however, the Written Competition will not influence or be part of the categories judged or used to determine the Overall National or State Bush Poetry Performance Championship results.**

## Previously Published (not for profit) original works

These should be permitted in written competitions at the organisers' discretion. N.B. Not for Profit means no payment received **by the author**: not **sold** as a CD/DVD or download recording, nor in a book or other publication.

## Previous first-prize winning poems are not permitted.

Previous first-prize winning poems in any open written competition category are not permitted.

N.B. It is desirable that poems which receive a first prize in a concurrently run competition before the second competition's closing date, should not be eligible to win that second competition. If a poem should win one competition prior to the closing date of another competition in which the same poem is entered, the onus is on the author to notify the second competition that his/her poem has become invalid due to the contravention of the entry conditions.

## Anonymity

The author's name ***must not appear on copies of works entered.*** Poems and title or cover sheets should be in plain type, on plain white A4 paper, in double or single line spacing (as stipulated by the organiser), with no art work or decoration of any kind. (anonymity is vital) If an author's name is left on any page of an entry ***the organiser has the right to disqualify that poem from any further participation in the competition.***

A separate **cover sheet** should accompany all entries, bearing the author's name, address in full, category and title of poem. (At the organiser's discretion, the entry form may be used as an overall cover sheet).

## Restrictions on Numbers

The organisers may limit the number of entries per author in any category of a Bush Poetry competition. This should be clearly stated on the competition entry form.

## Anthologies

Organisers may reserve the right to publish winning poems or an anthology of poems submitted. However, **Copyright must remain with the author.** Authors should be notified and **have given their signed consent** before an Anthology goes to print or before their poem/s are published on a competition's website or on the ABPA Website or printed in the ABPA Magazine.

## JUDGING PANELS

It is recommended that judging panels should be made up of competent people. **Three judges** are recommended for Written Bush Poetry Competitions. It is suggested that at least **one ABPA Accredited Judge** should be used in all Written Bush Poetry Competitions. In the case of **National or State Written Bush Poetry Championships** it is recommended that **three ABPA Accredited Judges** should be used.

A list of **ABPA Accredited Judges for Written Poetry Competitions** is available on the ABPA Website. N.B. Persons wishing to apply to be judges can also find the relevant application form on the website.

## JUDGING ASSESSMENT SHEETS

To accompany these Guidelines the following sheets apply to Written Bush Poetry Competitions:

- **Written Bush Poetry Competition Assessment Sheet**
- **Written Bush Poetry Competition Assessment Sheet (Child)**
- **Written Rank Order Tally Sheet**
- **Written Overall Champion Rank Order Tally Sheet**
- **Judge's Assessment Summary**
- **Judge's Jotter (optional).**

It is important that the current versions of these sheets are used. They may be downloaded from the ABPA Website.

It is recommended that organisers (and judges) familiarise themselves with these documents and with the following procedures:

The current **Written Bush Poetry Competition Assessment Sheet** is to be used in the following manner:

- (1) Entries are received by the Co-ordinator. Each poem is assigned a number and this is cross-referenced to the competitor's cover sheet/entry form.
- (2) Assessment sheets or a Judge's Assessment Summary sheet, should be supplied to each judge to record their top 20 (or in the case of competitions with more than 100 entries their top 20% of) poems in each category. Assessment sheets for more than 20 poems may be supplied at the organiser's discretion or if critiques are required. The judge will identify the poem on the assessment sheet or on the Judge's Assessment Summary by its number, as the poet must remain anonymous. N.B. If there are any specific conditions applying (such as line length, writing to a theme, etc), to enable judges to ensure that entries comply, organisers need to ensure that each judge is aware of these requirements.

- (3) The individual judge/s will either score each category out of 100 or place a tick in the respective column of the assessment sheet corresponding to the score of the relevant assessment detail.
- (4) At the conclusion of the assessment, the judge will either total and divide his scores by six to reach his overall score or consider the spread of ticks over the 6 assessment detail sections and then circle or write one overall score (out of 100) to represent this spread.
- (5) At the conclusion of the assessment, the judge will then review his/her assessment sheets to break any ties that may have occurred or to re-consider placings. Half marks (as indicated on the assessment sheets) may be used for this purpose.
- (6) The judge should then either record results on the Judge's Assessment Summary sheet or place the assessment sheets of his/her **top twenty (or 20% of) poems** in order from the highest to the lowest score, notate the rank order placement from 1 to 20 on the top 20 assessment sheets and then return them to the co-ordinator for results to be calculated.

If there is only **one judge** the rank order (decided by the highest to the lowest score) will determine the place-getters and award recipients in a category and a **Rank Order Tally Sheet** will not be necessary.

N.B. Except for **ABPA National or State Bush Poetry Written Championships**, if a written competition includes both a serious and a humorous category and the competition organisers wish to give an award for an **overall winning poem**, the single judge's highest scoring poem over serious and humorous should receive the overall award. (For competitions with multiple judges, see Overall Competition/Championship Winner on the following page).

## RANK ORDER TALLY SYSTEM

**Two scrutineers** are recommended for all Written Bush Poetry Competitions. The scrutineers will **double check, record** and **collate** the **Rank Order Placement** (as determined from the individual judge's **Written Bush Poetry Competition Assessment Sheet** or **Judge's Assessment Summary Sheet**) and determine the place-winning poems in each competition category and the Overall Champion poet if required.

The **Written Rank Order Tally Sheet** will be used to determine the award winners (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, Highly Commended or Commended, as publicised on the entry form) in each category.

When compiling the **Written Rank Order Tally Sheet** the scrutineers should adhere to the following procedures:

- (1) Receive a **Written Bush Poetry Competition Assessment Sheet** or a **Judge's Assessment Summary Sheet** for the top 20 poems (or 20% of poems) from each judge.
- (2) Check these sheets to ensure that Rank Order Placements are consistent with Scores and for any other anomalies. N.B. Rank is the placing 1, 2, 3, etc. of poems according to the Score out of 100 given by one judge. Each judge will have placed his/her sheets in Score order from highest to lowest and have denoted a Rank Order Placement number (Rank) to each poem. The highest Score gets a Rank of 1, the next highest 2, the next 3 and so on.
- (3) Enter the top 20 poems from Judge 1 on the **Written Rank Order Tally Sheet**. Record the poem number and title and the judge's **Rank Order Placement**. Record the **Rank Order Placement** from the next judge against the poems listed. Enter other poems not already listed on the **Written Rank Order Tally Sheet** (extra sheets may be required) along with their poem number and title and the judge's **Rank Order Placement**. Repeat until all judges' top 20 poems are listed.
- (4) Record the competitor's name against each poem by cross-referencing back to the cover sheets or entry forms.
- (5) **Rank Total** is the sum of the **Ranks** from **all judges** for a single poem. Add the three judge's Ranks to determine the **Rank Total** for each poem. N.B. only enter Rank Totals for those poems with Ranks from **all three judges**. If there are none then only enter Rank Totals for those poems with Ranks from two judges.
- (6) Once the **Rank Total** for each poem with three Ranks is compiled, the **scrutineers** will then determine the **Place** (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> etc.) for each poem and record it in the **Place** column. N.B. **Place** is a poem's overall position in the category and is determined from the *lowest Rank Total* to the *highest Rank Total*, that is, the poem with the *lowest Rank Total* is the winner, the poem with the next *lowest Rank Total* is second and so on until each poem with three Ranks has a Place. If subsequent Places must be determined using poems that have Ranks from only two judges then those poems will not affect the places already arrived at using the Ranks from all three judges.

If a tie occurs during the tabulation of the **Written Rank Order Tally Sheet** the co-ordinator must follow the instructions on that sheet to determine the place in question.

The **Rank Order Tally System** is recommended for all competitions but must be used for National and State Championships to attract ABPA funding or for competitions to utilise the term “under the auspices of the ABPA”.

## OVERALL COMPETITION/CHAMPIONSHIP WINNER

Where applicable, the Overall Bush Poetry Competition Winner (or for **National and State Championships**, the **Bush Poetry Written Champion POET**) will be decided using both categories (serious and humorous) in accordance with the instructions on the **Written Overall Champion Rank Order Tally Sheet**.

Therefore, a poet may enter either the Serious or the Humorous Category of an ABPA National and/or State Championship but to be eligible to become the Overall National or State Champion Poet he/she needs to enter **both** categories.

When using the **Written Overall Champion Rank Order Tally Sheet** record the *Lowest Rank Total* for each competitor from the **Written Rank Order Tally Sheet** for the Serious category and the Humorous category. Only include those competitors with ranks from all three judges. If there are none, then only include those competitors with ranks from two judges.

If a tie occurs during the tabulation of the **Written Overall Champion Rank Order Tally Sheet** the organisers must follow the instructions on that sheet to determine the place in question.

It is recommended that the **Written Rank Order Tally Sheet** and the **Written Overall Champion Rank Order Tally Sheet** used in the Written Bush Poetry competition/championship, be retained by the Competition Organisers.

## CONDUCT OF COMPETITIONS

Unless pre-agreed by the competition organisers, entries are not normally returned, therefore poets should retain copies of their own poems. A separate business-sized (DL) stamped self-addressed envelope should be included for results to be forwarded to entrants. These results should be made available to competitors as soon as practicable after the completion of the competition and the determination of results.

If organisers have agreed to return assessment sheets to competitors, unless other arrangements are made by the organisers, an A4-sized (C4) stamped self-addressed envelope with the same postage as the entries, should be included with the entries.

**The Judges decision is final in all written competitions and no correspondence will be entered into.** Contestants shall not contact the judge (by any means) after the competition to query or bring into disrepute the judge’s decision.

As a courtesy to their supporters, as soon as possible after the competition closes and results have been determined and winners have been notified, organisers of ABPA approved or affiliated competitions are urged to send results of their written competition and a copy of the winning poem (**where the author’s consent to publish has been obtained in writing**) to the ABPA Webmaster for inclusion on the ABPA Website and to the Magazine Editor for inclusion in the ABPA magazine.

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## **Documents referred to in these guidelines**

### **Judging**

Accredited Judges List

Application form to be an Accredited Judge for Performance and/or Written competitions

Supplementary Judge's Application form

Affiliated or Approved Competitions (for Accredited Judge Application)

### **Performance Competitions**

Assessment sheets

Bush Poetry – Adult

Bush Poetry - Child

Yarn Spinning

Rank Order Tally Sheets

Competition Category

Overall Champion

### **Written Competitions**

Assessment sheets

Adult

Child

Judge's Assessment Summary

Judge's Jotter

Rank Order Tally Sheets

Competition Category

Overall Champion



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