



Divisional Coordinator's Manual

**Sponsored by Canadian Parents for French -
Saskatchewan (CPF-SK)**

Divisional Coordinator's Duties

Coordinators are responsible for:

1. Finding a suitable facility for the competition.
2. Finding judges.
3. Finding emcees and timekeepers.
4. Finding enough volunteers to run the event.
5. Providing refreshments for the judges, emcees, timekeepers, and volunteers (if applicable).
6. Publicizing the event in your community and maximizing coverage for it as you can.
7. Thanking your emcees, judges, timekeepers, and other volunteers.
8. Providing CPF-SK with all the information required so that you get everything from us that you need for the event and we get what we need to plan for the Provincial Final.

1. The Venue

A school or similar type of location is good. You will need to do the following in order to have it appropriately organized for the event.

- Arrange with the principal and/or caretaker for the facility and the number of rooms needed.
 - You will need to be in regular contact with the schools so that they can let you know how many competitors are likely to be participating so that you will know how many rooms, judges, emcees, timekeepers, etc. that you will require. However, you will probably want either three or four rooms plus a reception area.
 - You will want to have one room set aside where the judges can go to deliberate. Prior to the pandemic, drinks and snacks were often made available for them in that space. However, based on a school division's pandemic protocols, the divisional coordinator should determine if this can be done or not.
 - If a separate room is not available for the judges, then the contestants and the audience have to leave the room while the judges are deliberating. You will then need to have a place where contestants and the audience can all go. You may be faced with the problem of bringing them back when the judges are ready to announce the winners if a separate room is not provided.
- Arrange with the principal and/or caretaker for approximately three tables and chairs (five) to be placed strategically for each timekeeper, MC and judging group.
 - As the contestants are inclined to want to make eye contact with the judges as well as the audience, it is good to have the judges' table located either in the centre or just off to one side of the room but between the place where the students will stand when they speak and the place where the audience will be sitting.
 - You can put a mark on the floor at the approximate location where you think that the students should stand.
 - The timekeeper and emcee can be located to the side of the room and need not be immediately adjacent to the judges.
 - You may want to arrange for a podium for the emcee but remember that students are not allowed to use it.

- Arrange to have enough chairs for parents, grandparents, siblings, and guests.
- It is preferable to have a platform for the students, but it is not mandatory.

2. Finding Judges

- The numbers needed will depend on the tentative enrolment and your decisions as to time scheduling. However, each panel of judges is made up of three people who are supported by an emcee and a timekeeper. If there are more than six or seven competitors in any given age class, you may not want to have the judges responsible for more than two or three age/grade groups.
- Possible sources of judges are the RCMP, bilingual travel agents, French companies, French bookstores, French teachers from schools that are not involved, monitors, university professors, priests, French organizations, banks, federal government offices such as Service Canada, librarians, the Ministry of Education, or French-speaking exchange students if there are any in your area.
- Consider the following criteria for choosing judges:
 - excellent French-language proficiency;
 - experience or interest in the field of French-language education;
 - no direct professional connection to any participating school or student;
 - willingness to donate time and energy;
 - availability; and,
 - possess discretion, honesty and integrity.
- In some situations it will be necessary to bring judges in from outside your local area.
- After potential judges have been identified, contact each one to discuss interest and availability. As much as possible try to match judges to their areas of expertise or interest, i.e. a person with experience in primary education should be matched with the younger students.
- Once judges have been found, prepare and send a letter of confirmation outlining their duties and responsibilities.
- Along with this letter, include:
 - Judges' Handbook (available from CPF–SK and provided in this package).
 - A program (if available) or information on the exact time, date and location of event.
 - A separate sheet with rules and regulations.

3. Finding Emcees and Timekeepers

- One emcee and one timekeeper are required for each group of judges.
- Timekeepers do not need to have the same level of French-language skill as the judges, although it may be a good idea to have timekeepers who can understand French since that makes it easier for them to interact with the judges when the final scores are being tallied. It is a good idea to have timekeepers who are not associated with any particular contestant since they do have some responsibility for the scores. Students from the high school might be willing to take on this task for lower levels.

- Finding an emcee could be an opportunity for you to get some high profile people in your community to take an interest in French-second-language education. The Director of the school division or any members of the Boards of Trustees would be good, as would be any local media person. It is very important that the person is able to speak well in front of a group. Someone with a sense of humour who can help the contestants relax or who can get the audience involved in a discussion while they wait for the judges to deliberate would be great.

4. Finding enough volunteers

You will require people for the following tasks:

- Staffing the registration table (usually requires two to three people for a divisional final) and directing people where to go.
- Preparation of the judges' folders (completed the night before or earlier).
 - Each judge should be presented with a folder for each grade grouping that will contain all the evaluation sheets with the participants' numbers and speech titles. See sample forms in the package.
- Preparation of the timekeepers' folders that will contain the penalty sheets with the participants' numbers and speech titles.
- Preparation of the volunteer appreciation packages for the judges, emcees, timekeepers, etc. CPF-SK will supply you with a gift for each.
- Preparation of the registration material: registration sheets and numbered badges for competitors.
- Someone to make coffee, serve refreshments, etc. (if applicable).
- Appoint a "runner" for each room in case there are things that are missing.
 - They should make sure that each official has both a bottle of water, that there are pencils, erasers, sharpeners, etc. available for the judges and timekeepers.
- Someone who can brief all the judges, timekeepers and emcees on the day of the event about our expectations of them and also answer their questions and review the procedures and details. This should be someone who is very familiar with the judging procedures. Someone who has previously coordinated *Concours d'art oratoire* would be good. This person needs to be provided with a copy of the current rules in advance so that they could review the rules and be prepared to make suggestions about such things as the kind of questions that the students could be asked. They also need to be reminded to ask one of the judges on each panel to make some general comments to the whole group of competitors before the awards are presented.

5. Arrange for refreshments

Prior to the pandemic, a small meal or snack (depending on the time of day) was provided for the judges, timekeepers, emcees, and other volunteers. It was a nice touch! However, based on a school division's pandemic protocols, it is up to the divisional coordinator if refreshments should be made available for these people in a

space separate from where the contestants and their families will be.

6. Publicizing the Event

Concours d'art oratoire is funded in Saskatchewan through grants received from the Student Achievement and Supports Branch of the Saskatchewan Ministry of Education and Canadian Heritage of the Government of Canada. We encourage all schools to become Associate Members of CPF for the low fee of \$60 per year. By becoming or remaining an Associate Member, your school will continue to show support for all the programs and activities that CPF-SK continues to do. Brochures and CPF membership forms should be made available.

- Additional ways to promote the event:
 - A small program which outlines the times and locations of each of the judging groups and gives the names and affiliations of the judges, emcees, timekeepers, volunteers and acknowledges the use of the facilities. If you make one, please remember to also acknowledge the funding support from Canadian Heritage and the Ministry of Education. If you get any kind of sponsorship for refreshments, little gifts or something small from local merchants, you should also acknowledge them. It would be something you could give to the media and local businesses in addition to all the people who are involved in the event.
 - Make sure you send out announcements to the media about the event and encourage them to attend.

7. Thanking your volunteers

You should try to organize the event so that you can be free to circulate after the initial registration is completed. That way you can be available to present the judges, timekeepers, emcees, and volunteers who have made significant time commitments with their gifts in front of the audiences. It is nice to have a letter of thanks in addition to the gift. Some people can use the letter in their employment files.

8. Sending Information to CPF-SK

Please keep us up-to-date with your needs before the event so that we can make sure you get what you need. The list of things we will send is as follows:

- a) Registration sheets. Numbers are used to conceal the identities of the students.
- b) All necessary evaluation sheets, penalty forms, etc. The judges' evaluation sheets and the timekeeper's evaluation sheets have the students' numbers and speech titles on but not the names of the children. Electronic copies of all forms will be provided so that you can add the speech titles and numbers electronically.
- c) Participation certificates and prizes for each competitor. First, second and third place ribbons as well as winner's prizes.
- d) Gifts for judges, timekeepers and emcees.
- e) Letters of congratulation/Parent Packages for those competitors who will be advancing to the Provincial Final. **NOTE: Due to the high participation numbers in grades 6 and 7, only the first place winner for each category and each grade level will advance to the Provincial Final. For grades 8 to 12, the first and second place winners for each category and each grade level will advance to the Provincial Final.** The Parent Package will contain information about the Provincial Final and a response form that will need to be returned to the CPF-SK Office so that we can finalise arrangements based on the

- total number of people who will be attending.
f) An evaluation form for you to complete.

9. After your Divisional Final

As soon as the event is over, we need you to send us as quickly as possible the following things:

- a) Form #3: List of names of the winners in all categories. **NOTE: For grades 6 and 7, only the first place winner for each category and each grade level will advance to the Provincial Final. For grades 8 to 12, the first and second place winners for each category and each grade level will advance to the Provincial Final.**
- b) A report in which you provide us with:
 - a. A list of your volunteers, the numbers of hours they committed and what they did.
 - b. Copies of any publicity materials you produced. This would include any notices you sent to the local media as well as the program you might or might not have printed.
 - c. Copies of any newspaper stories that got published in the local paper and notes about any radio or television coverage the event received.
 - d. A general summary of the event in which you tell us what went well and what you felt could be improved. This would include feedback you got from the children, parents, teachers, judges, timekeepers, emcees, other volunteers, etc.
 - e. Anything else that you think would be worthwhile for us to know or that the CPF-SK Office and Board, Canadian Heritage or Ministry of Education should know.

**Thank you for your participation in
*Concours d'art oratoire 2024.***

Good luck and let us know if you need any assistance!