

# Mid-Central Region Contest Proposed Guidelines

May 14, 2004

1. Current criteria established by the NMRA Contest Committee shall be used. All entry forms should be in keeping with the National Standards. All forms needed are available on the NMRA website.
2. The National Contest Manager has developed a software package, which can easily manage the record keeping tasks associated with the contest. This program will tally points and select the winning entries by category. It also indicates Merit Award winners and can print certificates.
3. All Convention Registrants are permitted to be present while judging is taking place. It is the responsibility of the Chief Judge to monitor and control the visitors during judging to assure no interference takes place with the judges. Quite should be maintained.
4. The Contest Room should be adequate in size and furnished with enough tables to display the models, craft items and photos. Access to the room must be controlled when closed for the evening.
5. Signage should be provided outside the Contest Room showing the schedule of times the room is available to the public, start and finish times for entries, judging times and pick-up time for entries. Signs should be on tables to denote Contest Category.
6. Awards: Plaques should be provided for First Place in each contest category. Some sponsoring Divisions provide plaques for second and third place, also. This should be their option. Second and third placers should be recognized in some manner.
7. Special Awards: The sponsors of Special Awards should be responsible for notifying the Contest Chairman of their intention to provide a particular award and the criteria for winning the award. Special Awards come and go depending somewhat on the geographical location of the event. It should not be the responsibility of the Region or Division to track down sponsors of these awards and solicit their intentions. The awards sponsored by the Region Board of Directors should be the responsibility of the Region Officers.
8. Qualification of Judges: The Regional Contest Manager is responsible for periodically presenting training sessions for judging.
9. Regional Contest Manager:
  - a. Shall assist Division Chairman in operation and organization of the contest at Regional Conventions.
  - b. Shall appoint the Chief Judge for the contests and assign judges to specific tasks.
  - c. Shall conduct judges meeting and provide assignments prior to contest judging.
  - d. Shall settle disputes and break ties on point awards.
  - e. Shall provide adequate periodic training for Contest Judges and assist Division Sponsor in recruiting judges for the Contest Room.

10. Division Sponsor:

- a. Shall provide adequate, secure facility for contest.
- b. Shall provide staffing for Contest Room during public hours.
- c. Shall provide and present awards to the winners at the banquet.
- d. Shall provide of display of photos, slides and arts and crafts.
- e. Shall provide entry/judging forms for participants.
- f. Shall log in and return all entries to entrants.
- g. Shall provide a listing of the award winning entries to the Editor of the KingPin and the Regional Secretary for publication and recording. A listing of the Merit Award models (87.5 points) should be sent to the Regional AP chairman.

Send comments on these proposed guidelines to Region Contest Chairman, Dick Briggs (email link on the Committees page of the Mid-Central Region web site:

<http://midcentral-region-nmra.org> ).