



# New Zealand Country Music Association Inc.

( Established 1971 )

P O Box 60  
Wellsford 0940

## HOUSE RULES

### **1 MEMBERSHIP FEES**

- 1.1 Membership fees are set and approved each year and become effective from the Annual General Meeting.
- 1.2 The annual fees of all clubs, Associate Members and Organizations, be paid direct to the National Association no later than the date set at the AGM. This does not constitute direct membership to the Association. (Refer Constitution 3.5)
- 1.3 Country Music Entertainer of the Year Award entry fees are set and approved each year and become effective from the Annual General Meeting.
- 1.4 All fees to be paid by 31 July of that year.
- 1.5 Unpaid fees will attract a monetary penalty as set at the A.G.M.
- 1.6 Members of unaffiliated clubs at 31 July will not be eligible to compete on the Awards circuit (commencing 1 August of that year).
- 1.7 All affiliated clubs to provide the national secretary with a list of their financial members with their affiliation fees.

### **2 MEMBERSHIP**

Individual Member Club application may be considered by the Association on the grounds of extreme geographical location or other extenuating circumstances.

#### **2.1 REGIONS**

- 1 Regions where established will be represented at meetings as detailed in rule 11.1, 1, 2 and 3
- 2 New Regions may be admitted by a majority of votes at an Annual General / Special General Meeting. (Rule 4)
- 3 A new member Region shall have at least three (3) clubs and not more than ten (10) clubs or by exemption from that total for reasons of geographical position or community interest.
- 4 All Regions must have a Constitution or a set of House Rules, which are compatible to the Association's constitution. (Rule 4.2)

### **3 MEETING DATES**

- 3.1 That the AGM of the Association shall be held no later than the month of June each year. Date to be decided by Board of Members at the February Quarterly meeting.
- 3.2 That the location of these meetings be at a place so instructed by the Management Committee.
- 3.3 That the minutes of the quarterly meetings of the Association, be circulated no later than six (6) weeks AFTER each meeting.

### **4 SERGEANT AT ARMS**

- 4.1 That any member of the Management Committee shall conduct a Sheriff's session at the meeting of the Board of Members.
- 4.2 A small fine shall be imposed for minor misdemeanours.

### **5 ACTING AS REFEREE**

The Association shall, not be expected to act as referee in any disputes.

### **6 DIRECTORY / HANDBOOK**

Update of Club contacts, Operations, Awards and available personnel be published directly on website.

## RULES OF ENTRY TO AWARDS

- 1 All material performed in these Awards must be of COUNTRY ORIGIN.
- 2 **Financial Obligations**
  - 2.1 All entrants must be a financial member of a country music club 3 months prior to entering a NZCMA affiliated award.
  - 2.2 The club that the entrant is representing must be affiliated to the NZCMA 3 months prior to the affiliated award.
- 3 Current Overall winners of affiliated Awards eligible for the NZCMA Inc. Country Music Entertainer of the Year Award, are eligible to enter other Awards but cannot enter the same category (Categories defined as Solo, Duo or Group) in which they have already qualified.
- 4 **SECTION AGES**

**JUNIOR**  
Under THIRTEEN (13) years as at the FIRST (1) Day of August, of the current circuit year.

**INTERMEDIATE**  
Must be THIRTEEN (13) years but under the age of EIGHTEEN (18) years as at the FIRST (1) Day of August, of the current circuit year.

**SENIOR**  
EIGHTEEN (18) years or over, as at the FIRST (1) Day of August, of the current circuit year.

**VETERAN**  
FIFTY-FIVE (55) years of age, as at the FIRST (1) Day of August, of the current circuit year.
- 5 Where stage names are used full names must be advised on the entry form. Once accepted, no substitutes are permitted, but members of a group may be less than originally advised, but not less than **THREE** (3) members.
- 6 Contestants must be amateur as defined and not contracted to a recording company, or receive a major part of their income in the last FIVE (5) years from these activities. (Amateur is defined as not deriving a major portion of income from performing music).
- 7 Instrumentalists using electronic instruments e.g. keyboards, must not utilize memory banks for pre – programmed automated playing.
- 8 Competitors are restricted to their respective age groups with exception of when mixed sections are provide (These mixed aged sections not eligible for overall).
- 9 Contestants eligible for the NZCMA Inc. Country Music Entertainer of the Year Award must abide by the Rules of Entry to the NZCMA Inc. Country Music Entertainer of the Year Award, as defined by the NZCMA Inc.
- 10 Any violation of the above rules may result in disqualification. In the event of a dispute or interpretation of the rules, the convenors decision will be binding on all parties.

## **HOUSE RULES FOR AWARDS.**

- 1 The entry form must be signed and verified by the President or Secretary of the represented clubs after it has been filled in.
- 2 Backing bands will be available for auditions in all sections, no other accompanist allowed unless contestant plays own instrument. Contestants are required to provide four (4) copies of fully chorded song sheets, named and attached to a firm backing with non-reflective surface.
- 3 Contestants to perform one item completely in the Auditions. Finalists must perform a different item to that of the Auditions.
- 4 Contestants to report to official registration desk at least thirty (30) minutes before their advised audition time. Contestants not available when called may be disqualified.
- 5 Judging will be on Musical Ability, Presentation and Entertainment Value. Any tie breaker to be a count back on a selected category. ie Musical ability.
- 6 Finalists must attend rehearsals when required and may be accompanied by one (1) representative where applicable.
- 7 The Awards Committee has the right to limit the number of entries, they may add to, combine, or delete from the programme where necessary and beneficial to the majority.
- 8 The Convener must be consulted prior to any recall being performed.
- 9 The organisers reserve the right to record and broadcast any or all of either the Auditions or Finals, subject to copyright conditions where applicable.
- 10 Contestants or their parents/guardians will give a signed undertaking to return any/all trophies in good condition when requested to do so.
- 11 Contestant's equipment, is used and stored at their own risk. The Awards Committee will not be responsible for the loss, damage or theft of personal effects and /or property.
- 12 The organisers reserve the right to refuse admission to any function. No alcohol or illegal drugs are permitted in the halls or backstage.
- 13 Contestants must not contact judges or scrutineers with the intent to influence decisions or allocation of points.
- 14 That entrants in the U-18 section at Awards are eligible for the Overall Award in their own categories e.g. Junior or Intermediate. NB. This is optional to all affiliated Awards.
- 15 Mixed age Duo / groups are eligible to enter and be eligible to win the Overall BUT cannot take part in the Entertainer of the Year unless they comply with NZCMA Entertainer of the Year rules regarding respective age groups. (refer 16)
- 16 One scrutineer Two (2) Collators be available at all times.

## CATEGORIES FOR AWARDS

	MINIMUM	OPTIONAL
<b>VETERAN 55+</b>		
Solo Male Vocal		
Female Vocal		
Gospel	Solo Vocal	Open Vocal
Western or Old time	Solo Vocal	Open Vocal
Duo / Group	Duo / Group Vocal Group Open	Duo Open
<b>SENIOR</b>		
Solo Male Vocal	Solo Vocal	Male Solo
Female Vocal	Solo Vocal	Female Solo
Gospel	Solo Vocal	Open Vocal
Western or Old time	Solo Vocal	Open Vocal
Duo / Group	Duo / Group Vocal Group Open	Duo Open
<b>OPTIONAL CATEGORIES</b>		
Traditional	Solo Vocal	Open Vocal
Yodelling	Solo Vocal	Open Vocal
Instrumental	Solo	Open
New Country	Solo	
Country Rock	Solo	
<b>JUNIOR / INTERMEDIATE</b>		
Solo Combined	Male Female	
Duo / Group	Duo / Group	Duo
Group		
Gospel	Under – 18 Intermediate	Junior
Western or Old time	Under – 18 Intermediate	Junior
<b>OPTIONAL</b>		
Instrumental	Under – 18 Intermediate	Junior
New Country	Under – 18 Intermediate	Junior
Country Rock	Under – 18 Intermediate	Junior
Original Song	Open	

( Song must have FIRST been released in the last THREE (3 ) years ).

**Under 18 Sections winners points will be allocated to respective age groups for consideration of the Junior or Intermediate Overall / Runner-Up Overall.**

Mixed age Duo / Group

This is optional. If contestants want to enter in the NZCMA Inc. Country Music Entertainer of the Year Award, then contestants must stay with their respective age groups.

**NOTE:** - Under – 18 sections or the optional sections can be solo or open Western section can be acoustic or full backing.

## COUNTRY MUSIC ENTERTAINER OF THE YEAR – House Rules

- 1 That all recognized Country Music Awards comply with the rules of the NZCMA Inc. Country Music Entertainer of the Year, and must supply to the NZCMA Inc. at the February quarterly meeting, a copy of their Award Rules for perusal by the Management Committee to recommend to the May quarterly meeting each year for acceptance.
- 2 That the entry fee must be paid by recognized Awards by 31st July of the forthcoming circuit year to the Treasurer of the NZCMA Inc. (This is to commence for the circuit year 1 August – 31 July each year).
- 3 **Convener** (When elected). All minutes to be emailed to the Management Committee, BUT these will be EMBARGOED at all times. A Report to be tabled for the Membership at all ¼ Meetings.

**President** Be involved as required by the Management Committee Convener

**Vice President** Be involved as required by the Management Committee and CMEYOY Convener

**Secretary** Copies of all Inward and Outward Correspondence, including funding applications

**Treasurer** Copies of all Correspondence pertaining to Sponsorship with breakdown stating GST inclusive/exclusive.

Invoices to be forwarded for payment a.s.a.p.

Where Association Expense payment forms are used, necessary paper work attached stating whether GST inclusive / exclusive.

Sponsorship in kind monetary value stated (requirement when applying for future funding). All paper work can be either scanned or mailed on a weekly basis.

**General**

All sponsorship welcomed and to be referred to Management committee to put relevant information in reports to the ¼ meetings of the Association.

All funding applications to be confirmed by Management Committee and signed off by the Treasurer.

One Scrutineer Two (2) Collators must available at every CMEYOY Awards.

All Financial decisions over \$1,000.00, to be fully sanctioned by the Management Committee.

CMEYOY Committee meetings to be held on a monthly basis from February through to the Awards weekend, with a brief meeting to be held prior to and the morning after the event.

**Immediate Priority**

Pencil Book Venue with tentative date first weekend October.

**RULES OF ENTRY TO THE  
NEW ZEALAND COUNTRY MUSIC ASSOCIATION INCORPORATED  
COUNTRY MUSIC ENTERTAINER OF THE YEAR AWARD.**

- 1 All Material performed on these Awards must be of COUNTRY ORIGIN.
- 2 Entrants must sign a declaration to abide by the rules of this contest and agrees to assist in the promotion of the same.
- 3 **Financial Obligations**
  - 3.1 All entrants must be a financial member of a country music club 3 months prior to entering a NZCMA affiliated award.
  - 3.2 The club that the entrant is representing must be affiliated to the NZCMA 3 months prior to the affiliated award.
- 4 Entrants must qualify within the following age criteria:

**JUNIOR:**  
Must be under the age of THIRTEEN (13) years as at the FIRST (1) Day of AUGUST, of the current circuit year.

**INTERMEDIATE:**  
Must be THIRTEEN but under the age of EIGHTEEN (18) years as at the FIRST (1) Day of August, of the current circuit year.

**SENIOR:**  
Must be EIGHTEEN (18) years or over, as at the FIRST (1) Day of August, of the current circuit year.

**VETERAN:**  
Must be Fifty Five (55) years an over, as at the FIRST (1) Day of August, of the current circuit year.
- 5 Entrants must be Amateur as defined by the NZCMA Inc. and not contracted to a recording company or receive a major part of their income in the last FIVE (5) years from these activities.
- 6 In the event of an entrant releasing a recording for commercial purposed after qualifying and prior to this event, then that item shall not be eligible for performance on the NZCMA Inc. Country Music Entertainer of the Year Award.
- 7 Entrants to attend rehearsals as and when required and may be accompanied by ONE (1) guardian or representative.
- 8 Entrants may appear ONCE (1) in any particular category. i.e. SOLO, DUO or GROUP.
- 9 Entrants may have the use of official backing band and vocal harmonies as supplied by the organizing committee. No other instrument or voices will be permitted, unless self accompanied.
- 10 DUO or GROUPS, performing on either NZCMA Inc. Country Music Entertainer of the Year Awards, must fall into the same age category as stated under RULE 3 of the above.
- 11 Entrant's equipment is used and stored at their own risk. The NZCMA Inc. and the NZCMA Inc. Country Music Entertainer of the Year organizers will not be responsible for the loss / damage / theft of personal effects and / or property.
- 12 Persons found using drugs, alcohol or guilty of offensive behaviour will be disqualified.

## **RULES FOR SONGWRITERS**

- 1 Open to all age groups.
- 2 Song or tune to be recorded on a cassette tape or compact disc (CD) and accompanied by words and chord notations on separate sheets of paper.
- 3 This section is not eligible for the Overall Award but the winning song of the said award will be represented at Country Music Entertainer of the Year. (Songwriter)
- 4 Joint entries are acceptable, providing entrants comply with Award rules.
- 5 Only song / tunes that have not been recorded for sale commercially are eligible for entry.
- 6 Entrants must be amateur as defined by the NZCMA Inc. rules of entry in the NZCMA Inc. Country Music Entertainer of the Year Award.
- 7 Songs or tune must not have won an Affiliated Award in the past.
- 8 Song must be accompanied by one acoustic instrument only.

## **HOUSE RULES FOR SONGWRITERS**

- 1 Songwriter finalists will have the option to have their song performed at the Final Concert.

## **SERVICE AWARD**

The New Zealand Country Music Association Inc. badge to be retained as is with a bar attached.

The words "**SERVICE AWARD**" to be inscribed on the bar.

A **FIVE** (5) year bar can be applied for every consecutive period after that.

### **ELGIBILITY**

- a) To have been a member of a Country Music Club or the New Zealand Country Music Association Incorporated for not less that **TEN** (10) years.
- b) To have worked and supported said Club / Organization throughout the time of the nominated person's membership.
- c) No more that one (1) nomination per Club / Region / Associate Member per year.
- d) Open to individuals from affiliated clubs.
- e) A resumé on the possible recipient must be included and endorsed by **THREE** (3) Management Committee Members.
- f) Nominations to be received by the NZCMA Inc. by the February meeting each year. Presentation of this award to be presented at an appropriate occasion.

### **NON ELIGIBILITY**

A person/s already a recipient of the NZCMA Inc. LIFE MEMBERSHIP AWARD is not eligible for the above award.

## **GINJO AWARD**

In 1986 and on the fifteenth anniversary of the NZCMA, I wish to establish an annual **Founders Award**, to be known as the **Ginjo Award**.

(The name is a combination of the names, Ginger and Joe).

I request it be awarded to the one person or group whom the association feels has done the most, during the year, to keep the organization going or promoted, as originally intended.

There are always individuals who spend endless hours working for an organization and never seem to get any thanks or recognition for it.

I hope this award will help to correct some of this.

It is also my sincere desire that this award will serve as a new goal or challenge for all of you to work even harder for the NZCMA and possibly this award will be yours someday, on an individual basis.

Ginger Mede

### **Presentation of the Award**

- a) That nominations be received by the N.Z.C.M.A. Secretary by the February Quarterly meeting.
- b) That the Management Committee be empowered to select the nominee to receive the said Award.
- c) This award to be presented at the Annual General Meeting.

## Management Committee

1. Management Committee meetings.
  - a) Approximately 6 weeks following a quarterly meeting
  - b) Special meetings when deemed necessary
  - c) Skype meetings for special urgent business
2. All Management Committee to be fully informed of all issues.  
**Communication via email** in the first instance.
3. Management Committee whilst representing NZCMA Inc.  
Financial Allowances to be reimbursed for the following:
  - a) Accommodation \$100.00 per night
  - b) Meals \$15.00 per day
  - c) Mileage @ 30¢ km.

Notification and approval is required before reimbursement of any financial expenses.

4. Nominations for Life Membership, Ginjo Award or Service Award will be decided by Management Committee.
  - a) Upon written request by 3 members of a Club or Region or Life Member
  - b) Or by the Management Committee.
5. At least one member of the Management Committee should attend every NZCMA Inc. affiliated Award on the circuit per calendar year, if at all possible.
6. When a Management Committee member is unavailable, away / on leave for a period of time, advise the remainder of the Management Committee in case of emergencies.

### 7 ELECTION OF MANAGEMENT COMMITTEE

- a Two positions for management committee shall be elected each year. (e.g. Even years - Vice President, Secretary)

# Country Music Entertainer of the Year

## Job Requirements

Song verification, Timing Tapes, communication with Band, Entrants – Port Folios, Programme Material, Layout etc.

Programme – Printing sponsorship, Photographer, Sponsorship – O/Winner, Publicity

Minutes Meetings, Correspondence, Membership Publicity, Sound/Lighting & Video

Funding Applications, Finances – Accounts and Sales

Venue, Band, Backing Vocals, Advertising, Sound/Lighting, Guest Artist/s, Judges, Ushers, Programmes, Trophies, Accommodation, stage assistants.

Sub-Committee Members:-

Assist Management if and when required.

Sub-committee not to exceed three members.

Refer Document planner for Country Music Entertainer of the Year Award from Management Committee