

## **Contest Committee Guidelines**

### **A. Chairman Duties**

1. Work with Association of Desk and Derrick Clubs (ADDC) President to obtain Region Representatives. Request assistance from respective Region Director to fill vacancies. After all Region Representatives have been selected, fill out Form ADO 38 and send copies as instructed.
2. Prepare reports for Budget and Planning and Pre-Convention Meetings. ADDC Board Contact will provide form and deadlines for meetings.
3. Prepare budget for approval at the ADDC Budget and Planning Meeting. The Board Contact will furnish the budget form and deadlines to be met for budget preparation. Note: The Budget and Planning Meeting is held early in the year, either January or February. Items to be included in the budget are:
  - a. Awards for Achievement in Maintaining Energy Excellence (AIMEE) winners, if ADDC budget allows.
  - b. Certificate paper

Note: Expenses for presentation of awards at Region Meetings are the responsibility of each respective Region Meeting. Region Representatives should work with their General Arrangements Chairman concerning expenses for respective Region Meeting. No expenses related to Region Meetings and Region Awards of Merit presentations are included, except the cost of certificates and pins (which is included in the overall budget).

4. Coordinate receipt of all entries.

After the guidelines and forms go out to the clubs in October, entries will begin coming to the Contest Committee Chairman (around mid-December). Instructions will give the Chairman's name, address, and phone numbers (Chairman should make sure this information is correct). All entries must be received by deadline designated in the current year by the ADDC board (usually January 1st). All entries should be received by early January of the following year. (Each year's Chairman will begin working on the contest in the last quarter of the prior year.)

As the entries arrive, maintain a spreadsheet showing the date received, club name and categories entered, and any other pertinent information. After all entries have been received, furnish copy of the spreadsheet to the ADDC President, Board Contact, and Region Representatives.

5. Review all entries for completeness and correctness.
  - a. The Chairman, Region Representative, nor the judge shall change or correct any entry
  - b. All entries should match those listed on the Official Contest Entry Form

- c. The correct entry form must accompany all entries, with category clearly marked
  - d. Entries must meet the criteria for each category
6. If an entry is disqualified, the Committee Chairman will notify the Club President that the submitted entry has been disqualified (sample of letter included at the end of these Guidelines); a copy of the correspondence will be provided to the ADDC President and Board Contact. The following are reasons for disqualification:
- a. An entry is received after the deadline
  - b. An entry is entered in the wrong category
  - c. An entry does not meet the criteria for the category
  - d. An entry is submitted on the wrong entry form
  - e. An entry is submitted in binders, folders, CD, DVD, or presentation format other than electronic format.
7. Coordinate distribution of entries for judging to the Region Representatives. Decide which Region Representative will be responsible for judging each respective region's entries.

After all entries have been received, provide a letter giving a deadline of approximately one month prior to respective Region meetings and to return the judged entries to the Chairman. Invite each Region Representative to the designated google drive and provide electronic copies of the following:

- a. Letter with deadline for completing judging and returning judged material
  - c. One copy of the Official Contest Entry Form
  - d. A spreadsheet detailing the entries to be judged
  - e. The judge's instructions (included at the end of these guidelines)
8. After Region Representatives have had the entries judged, entries will be returned to the Chairman to prepare a list of winners for first, second, and third place winners, from each category for each Region. Send a request to ADO for AIMEE pins to be mailed to the Chairman to attach to the certificates, the chairman will prepare the certificates, attach the pins, and mail to the regional representatives.
9. After all Region Meetings have been held and Region Awards of Merits have been distributed, Chairman will prepare a list of all first-place winners from all four regions in all categories to be judged for AIMEE Awards. Prepare a packet for each judge. Obtain a minimum of three judges; judges can be industry, education, or media affiliated. More judges may be obtained, and the entries can be divided among all judges. Furnish each judge with:
- a. Entries to be judged with the Judge's Evaluation Form attached
  - b. Description of Categories and Judge's Procedures
  - c. Electronic acknowledgment of receipt of entriesE-mail with explanation of AIMEE Award and deadline for returning entries and Judges' Evaluation Forms. Deadline needs to be early enough to allow for preparation of AIMEE Certificates and Awards.

10. No Desk and Derrick member shall be a judge at the Region Award of Merit or Association/AIMEE Level.
11. After calculating scores to determine first, second and third place winners, send spreadsheet to ADO for preparation of AIMEE certificates. Order cores or plaques for first place winners if budget allows. NOTE: A first-place tie should not occur in any category. In the event of a tie, either divide the score to one or two decimals (or more if needed) or have an additional judge score the tying entries. Entry must score a minimum of sixty (60) to win an award.
12. Prepare a presentation of the AIMEE Awards, to be conducted at the Membership Recognition Luncheon at Convention. Work with the ADDC President, Contest Committee Board Contact and Convention General Arrangements Chairman to coordinate the presentation of the awards. Certificates/Awards are given to:
  - a. One for every person listed on the Official Contest Entry Form
  - b. One for the Club
  - c. One AIMEE pin (gold) is given to each active Desk and Derrick member winning First place.
  - d. One AIMEE core or plaque is awarded to the first-place winner. Only one AIMEE core or plaque is given in each category. Additional awards may be ordered directly from the vendor at the individual/club expense. NOTE: cores/plaques are only ordered if they are approved by the ADDC Board.

Place certificates for first, second, and third place winners in each category in envelopes to be presented at Convention. Certificates for all those listed on the Official Contest Entry Form may be put in the same envelope. (You may include information on purchasing additional AIMEE awards in first-place winner's envelope.)

Provide a copy of your presentation to your Board Contact with the understanding that the envelope remains sealed until time for presentation. In the event the Chairman cannot attend Convention, the Board Contact (or person designated by ADDC President) can present the AIMEE awards.

Email the Judges' Evaluation Forms from the Region and AIMEE judging to the clubs in a timely manner. Region Awards of Merit and AIMEE Judge's Evaluation forms and entry forms should be returned to the Club President/Delegate at each Region Meeting and Convention after the presentations.

13. After Convention, all first-place winning entries should be emailed to ADO for permanent record. All contest records and files will be stored on the ADDC Google Drive.
14. Submit a complete list of first place winners to ADO for publication on the ADDC website.
15. Assist with the preparation of the November mailing to incorporate any changes made during your year as Chairman. Update the information on the forms for the

next year's contest chairman. (Reason: Current Chairman serves until midnight on December 31.)

16. Work closely with your successor to ensure a smooth transition and forward any letters or spreadsheets to assist them on this committee.
17. Transfer committee files to ADO as soon as practical.

## **B. Region Representative Duties**

1. Coordinate expenses related to Region Meeting presentation with Region Director and Region Meeting General Arrangements Chairman (GAC). (ADDC Contest Committee does not cover any expenses related to Region Meetings except for Region Award of Merit certificates and pins.)
2. Obtain a minimum of three (3) judges to judge the material; judges can be industry, education, or media affiliated. No Desk and Derrick member shall be a judge at the Region Award of Merit level.
3. Provide the following to each judge:
  - a. Entries to be judged with the Judge's Evaluation form attached
  - b. Description of Categories and Judge's Procedures
  - c. E-mail with explanation of Region Awards of Merit/AIMEE Award and deadline for returning entries and Judges' Evaluation forms. NOTE: Deadline needs to be early enough to allow for preparation of Region Awards of Merit Certificates and Awards.
4. Determine first, second, and third place winners of returned judged entries using score spreadsheet:
  - a. Total each Judge's Evaluation Form (check Judge's math if score is already totaled).
  - b. Add the three (3) judges' scores together and divide by three (3) to obtain an average using spreadsheet formula in place.
  - c. Ties are acceptable but should be avoided for first place entries if possible.
  - d. Entry must score a minimum of sixty (60) to win an award (any entry that does not score at least sixty (60) points cannot receive any award).
5. Forward information on the first, second, and third place entries in all categories to the Contest Chairman; Chairman will review and request the pins from ADO, prepare the certificates and mail to the designated regional representatives.. (
6. Coordinate with Region Director, General Arrangements Chairman, and Contest Chairman and prepare presentation for Region Awards of Merit at Region Meeting.
7. If requested, present a verbal report at the Region Meeting. NOTE: The Contest Committee Chairman normally prepares this report and should provide a copy to all Region Representatives.

8. Email all copies of entries and Judge's Evaluation Forms to Contest Chairman for distribution to Clubs after the presentation at the Region Meeting.

**C. Contest Categories**

**Achievement in Maintaining Energy Excellence (AIMEE):**

- Bulletin:** Best Bulletin  
Small (8 pages or less)  
Large (9 pages or more)  
Best Industry Article  
Best President's Letter  
Best Desk and Derrick Article
- Program:** Best Industry Program  
Best Desk and Derrick Program  
Best Industry Seminar  
Best Industry Field Trip  
Best Industry Photograph

Suggested Contact for Cores

M&M Enterprises  
1902 W. Florida  
Midland, TX 79701  
(432) 682-3808

Suggested text for each Core

ADDC logo on left  
20XX ADDC AIMEE Award  
Best Small Bulletin  
(one for each category)

**Sample Letter for Disqualification**

(Use Contest Committee Letterhead located on the ADDC Website)

Desk and Derrick Club of \_\_\_\_\_  
PRESIDENT \_\_\_\_\_  
ADDRESS \_\_\_\_\_

Subject: ADDC Contest

I regret to inform you that the following entry in the 20XX ADDC Contest has been disqualified:

Best \_\_\_\_\_ (example: Industry Article)

The reason the entry was disqualified is that it is a recap, review, or write-up of a club program, which is not permitted as specifically stated on the entry form.

**BEST INDUSTRY ARTICLE**

Cannot be a recap, review, or write up of a club program

The article title: \_\_\_\_\_

The entry begins with “Speakers gave a very informative program at the April meeting on coal. Speaker provided a program...” The entry was clearly a review or write-up of the April meeting program; therefore, the entry has been disqualified.

The remainder of the entries from the club were submitted for judging and the results of the judging will be presented at the Regional Meeting Awards presentation.

Regards,

Committee Chairman

Cc: Board Contact

## **JUDGE'S INSTRUCTIONS**

Thank you for volunteering your time and expertise to judge these contest entries. You are judging the entries from one of the four regions of the Association of Desk and Derrick Clubs (ADDC). The industry topics may differ since the regions cover the continental United States and Canada. Two other judges will be evaluating the same material and your scores will be totaled and averaged to determine the first, second and third place winners in each category. The winners will be awarded the Region Award of Merit at the Region Meetings held this spring. First-place winners in each category, from each respective Region, will then be judged for an AIMEE (Achievement in Maintaining Energy Excellence) Award to be given at the Annual Convention held in the fall.

Read the attached Description of Categories to better understand the contest and purpose of the material in that category.

Each category has a Judge's Evaluation Form included with the entry. The form has criteria for scoring each entry; some categories have similar scoring criteria, but some are distinctly different. Please read the Evaluation Form to become familiar with the specific category criteria.

Please feel free to make constructive, helpful, praising, or critical comments about any material that you judge. If you scored an article or program very high or very low, it would help the author/speaker to know why. You don't have to defend your score, but a brief comment may help the person to do a better job next time. Strong negative criticism may discourage participation, so try to temper your comments with constructive hints. If an entry item was exceptional, tell the author why. He or she will receive a copy of your Evaluation Form and will appreciate the extra time and effort you spend in helping them understand why their work was scored the way it was.

Do not write comments directly on any entry material. Use the Judge's Comments section on the form for any comments.

Be fair in your scoring. If you should recognize the name of an author or presenter, set aside any prejudice (good or bad). Pretend that it is a strange coincidence that this person shares the same name as a former co-worker, business associate, friend, or competitor. Your impartiality is important to fair scoring of all the entries.

When you are finished with your judging duties, return the completed judge's forms and material to the Contest Representative. If you have any questions about the process or the content, please contact the Contest Representative.

## DESCRIPTION OF CATEGORIES

### BULLETIN

There are four categories for Bulletin entries. Each is listed below with an explanation of the category.

All Bulletin entries must be the work of current Desk and Derrick members with dues paid to the Association. All Bulletin and Bulletin article/letter entries must be submitted as distributed in their original printed/published form. No editing, retyping, or changing is allowed. Submit it as it appears in the bulletin including all other items on the same page.

Article entries can be submitted in ONLY one category. If an entry is submitted in more than one category both submissions will be disqualified.

**Best Bulletin:** Small Issue (8 printed pages or less including front/back covers)

**Best Bulletin:** Large Issue (9 printed pages or more including front/back covers)

Do not send a complete Bulletin except for Best Bulletin entry.

You must choose between Small Bulletin and Large Bulletin. You may NOT submit in both categories (both entries will be disqualified). Bulletin should be neat and well edited prior to printing/distribution. Length of bulletin is not of primary importance, but it should contain a balance of Association, Region, and Club information, as well as industry material and article(s) by club members. Avoid non-relevant material. Articles should not be extremely long, but they should be interesting, informative, well-written and educational. A good Bulletin will include an accurate Table of Contents and a variety of material relevant to Desk and Derrick and the energy industry. Poor copy quality and a high number of typographical errors will affect the judges' scoring. Clubs should submit bulletins regardless of whether they are printed professionally or photocopied.

**Best Industry Article:** Article must be on a phase of the industry. This may be an editorial, news story or feature story. A good industry article entry should be interesting and educational to Desk and Derrick members.

Industry Articles CANNOT be a program, seminar, or Desk and Derrick activity review, recap, or write-up.

**Best President's Letter:** A good President's Letter should be informative and motivational to Desk and Derrick members. Only one (1) President's Letter can be submitted for the year and it cannot be submitted in any other category.

**Best Desk and Derrick Article:** Article must be about Desk and Derrick's history, leaders, or events. A good Desk and Derrick article will be interesting and educational to Desk and Derrick members and non-members.

Articles about a Desk and Derrick member, such as Member of the Month or New Member Profiles, DO NOT qualify.

## **PROGRAM**

There are four categories for Program entries. Each is listed below with an explanation of the category.

All Program entries must be the work of current Desk and Derrick members with dues paid to the Association. Entries are not required to be published in the club bulletins.

Article entries may be submitted in only one (1) category. If an entry is submitted in more than one (1) category, both submissions will be disqualified.

Monthly Program Reports submitted to the Program Committee each month DO NOT qualify as a Program entry. Please note that a Power Point presentation by the speaker may be included with the entry; however, a summary or write-up prepared by an ADDC member(s) MUST be submitted.

**Best Industry Program:** Must be presented at a regular monthly meeting and must be an energy industry related topic. It may be presented by members or non-members. Copies of handouts, presentation material, photos, and audience participation are helpful for the judges to make their evaluations of the value and depth of the program. If presentation materials or experiment kits were used, photos of these will be accepted.

**Best Desk and Derrick Program:** Must be presented at a regular monthly meeting by current Desk and Derrick member(s). Program may be presented to own club or to another Desk and Derrick club. Program should educate members and non-members about Desk and Derrick's history, leaders, or events. Include any handouts and audience participation. "Magic Suitcase" and "PetroMolly" DO NOT qualify in this category.

**Best Industry Seminar:** Seminar must be an energy industry related topic presented in a teaching/learning format to club members outside of a monthly membership meeting. Seminar must be one planned and/or hosted by the Club submitting the entry. Only the Host Club may submit entries for seminars given at a Region Meeting or Convention. Seminar may be presented by member(s) or non-member(s).

**Best Industry Field Trip:** Field Trip must be energy industry related. Field Trip must be one planned and/or hosted by the club submitting the entry. Only the Host Club may submit entries for field trips given at a Region Meeting or Convention. Field Trip may be presented by member(s) or non-member(s).

## **PHOTOGRAPH**

**Best Industry Photo:** Photograph must be energy industry related and taken by a current Desk and Derrick member(s). Photograph may be submitted in color or in black and white.

A good photograph will be well-focused with a balanced subject and a story or graphic depiction of an element of the energy industry.

Submittals can be in any compressed graphic file format, but preferable .jpg, .png or .gif.

- <https://www.samlogic.net/articles/which-image-format-best-for-email-newsletters-jpeg-gif-png.htm>

As with other Contest categories, photograph must be taken within the same timeframe as the other contest categories.

Clubs may submit one (1) photo per club. Collages will not be accepted.