

REGISTRATION VOLUNTEER

Quick Reference Checklist VOCAL

BEFORE SESSION

Sign in and collect nametag
Log into MyStage and familiarize yourself with the upcoming section requirements Check teacher passes, WWCC wristbands and WWCC register
Know the location of the Schedule of Sections, Rules & Conditions & Iron Maiden
Prepare sheet music collection folders

DURING SESSION

Check competitors in
Confirm competitor details
Communicate pronunciation of difficult names to Chairperson
Collect and label sheet music where required
Ask to sight original music (as per copyright regulations)
Hand sheet music folders to adjudicators (music in competitor order)
Answer venue and timetable questions (refer to Schedule, rules, iron maiden)
Escalate issues to Discipline Chair or RSSS staff

IMPORTANT REMINDERS

Never leave registration unattended
Maintain Child Safe procedures
Keep competitor information confidential

END OF SHIFT

Tidy registration desk
Return paperwork
Hand over to the next volunteer and sign out

PTO

VOCAL SPECIFIC - REGISTRATION

General Sections – no sheet music required

Pop/Rock, Country, Jazz Blues, Ballad, Novice, AMEB, Duet/Trio

Ensure the backing track is uploaded

Ensure the correct accompaniment choice is noted in the drop-down menu

Classical Sections

[An official RSSS accompanist is provided for these sections.](#)

Pre 1960's Stage and Screen, Classical Vocal Solo, Operetta, Sacred or Oratorio, Art Song or Lied.

Collect sheet music and put it into the folder in competitor order

Ensure the correct accompaniment choice is noted in the drop-down menu

Take the folder to the adjudicator prior to the start of the section

Strut Your Stuff and Stage and Screen Combo – no sheet music required

Competitors sing TWO songs in these sections

Collect information as listed above for both songs

Ensure the song order is correct in MyStage

Junior and Senior Championship Challenge

Competitors sing ONE classical and ONE stage and screen song

Collect the sheet music for the classical song only

Ensure the song order is correct in MyStage

Ensure the correct accompaniment choice is noted in the drop-down menu for each piece.

Take the folder to the adjudicator prior to the start of the section

Original Song – no sheet music required

Competitors perform their own composition.

Some may have backing tracks, some may have sheet music, some may have bought their own accompanist.

There is no sheet music requirement for this section.

Aria – sheet music has already been submitted

REGISTRATION VOLUNTEER

Quick Reference Checklist PIANOFORTE

BEFORE SESSION

Sign in and collect nametag
Log into MyStage and familiarize yourself with the upcoming section requirements
Check teacher passes, WWCC wristbands and WWCC register
Know the location of the Schedule of Sections, Rules & Conditions & Iron Maiden
Prepare sheet music collection folders

DURING SESSION

Check competitors in
Confirm competitor details
Communicate pronunciation of difficult names to Chairperson
Collect and label sheet music where required
Ask to sight original music (as per copyright regulations)
Hand sheet music folders to adjudicators (music in competitor order)
Answer venue and timetable questions (refer to Schedule, rules, iron maiden)
Escalate issues to Discipline Chair or RSSS staff

IMPORTANT REMINDERS

Never leave registration unattended
Maintain Child Safe procedures
Keep competitor information confidential

END OF SHIFT

Tidy registration desk
Return paperwork
Hand over to the next volunteer and sign out

PTO

PIANOFORTE SPECIFIC - REGISTRATION

All Sections – Sheet music is always required

Collect sheet music and put it into the folder in competitor order

Ask to see the original music (see copyright regulations and rules)

Take the folder to the adjudicator prior to the start of the section

Note; Entrants are allowed to perform multiple songs in a section as long as their entire performance falls within the time limit

Recital Section

Entrants perform TWO pieces in these sections

Collect music for both songs

Ensure the song order is correct in MyStage and in the folder

Chopin

Entrants perform a program of pieces.

Chopin is out of copyright – originals not required.

Take the folder to the adjudicator prior to the start of the section

Own Composition – sheet music has already been submitted

Competitors perform their own composition.

Adjudicator Quick Study – This piece has been selected by the adjudicator and all entrants play the same piece.

No sheet music is required for this section.

REGISTRATION VOLUNTEER

Quick Reference Checklist DEBATING

BEFORE SESSION

Sign in and collect nametag
Log into MyStage and familiarize yourself with the upcoming section requirements
Check teacher passes, WWCC wristbands and WWCC register (if applicable)
Know the location of the Schedule of Sections, Rules & Conditions & Iron Maiden
Prepare registration paperwork before teams arrive

DURING SESSION

Register teams as they arrive
Check debate number
Check school name
Check topic
Check speakers' names and speaker order
Make any necessary changes and/or corrections
Give a 'Teachers pass' to the teacher accompanying each team
Clarify pronunciation of any difficult or unusual names and pass this information on to the chairperson
Make 3 copies of the Teams Registration sheet and give to

1. Stage Manager
2. Chairperson / MC
3. Adjudicator
4. Keep the original at registration

Answer venue and timetable questions (refer to Schedule, rules, iron maiden)
Escalate to Discipline Chair or RSSS staff when needed

END OF SHIFT

Tidy registration desk
File registration sheets in the folder provided
Hand over to the next volunteer and sign out

REGISTRATION VOLUNTEER

Quick Reference Checklist CHORAL and INSTRUMENTAL

BEFORE SESSION

Sign in and collect nametag
Log into MyStage and familiarize yourself with the upcoming section requirements
Check teacher passes, WWCC wristbands and WWCC register
Know the location of the Schedule of Sections, Rules & Conditions & Iron Maiden
Prepare sheet music collection folders

DURING SESSION

As choirs arrive, mark them as 'registered' in MyStage
Confirm all details are correct and edit as required
Communicate pronunciation of difficult names to Chairperson
Collect sheet music for each piece

1. label each piece with section number and competitor number
2. put a copy of each piece in the manilla folder for that section
3. ensure the pieces are in competitor order
4. ask to sight the original music (as per our copyright stipulations)
5. take completed folders to the adjudicator prior to the section commencing

Answer venue and timetable questions (refer to Schedule, rules, iron maiden)
Provide teachers with a 'Teachers Pass'
Escalate issues to Discipline Chair or RSSS staff

IMPORTANT REMINDERS

Maintain Child Safe procedures – all adults entering back stage area must have a valid WWCC and complete the details in our WWCC register to receive their wristband
Keep competitor information confidential

END OF SHIFT

Tidy registration desk, hand over to the next volunteer and sign out

REGISTRATION VOLUNTEER

Quick Reference Checklist SPEECH DRAMA AND COMEDY

BEFORE SESSION

Sign in and collect nametag
Log into MyStage and familiarize yourself with the upcoming section requirements
Check teacher passes, WWCC wristbands and WWCC register
Know the location of the Schedule of Sections, Rules & Conditions & Iron Maiden
Prepare any folders required to collect copies for the adjudicator

DURING SESSION

Check competitors in
Confirm competitor details
Communicate pronunciation of difficult names to Chairperson
Collect and label pieces for the adjudicator where required
Hand folders to adjudicator prior to the start of the section (pieces in competitor order)
Answer venue and timetable questions (refer to Schedule, rules, iron maiden)
Escalate issues to Discipline Chair or RSSS staff

IMPORTANT REMINDERS

Never leave registration unattended
Maintain Child Safe procedures
Keep competitor information confidential

END OF SHIFT

Tidy registration desk
Return paperwork
Hand over to the next volunteer and sign out

REGISTRATION VOLUNTEER

Quick Reference Checklist DANCE

BEFORE SESSION

Sign in and collect nametag
Log into MyStage and familiarize yourself with the upcoming section requirements
Check teacher passes, WWCC wristbands and WWCC register
Know the location of the Schedule of Sections, Rules & Conditions & Iron Maiden

DURING SESSION

Mark competitors as 'registered' in MyStage as they arrive
Check details are correct and edit if necessary
Note names of demi-character performances and songs for sections as needed
Provide teachers with a 'Teachers Pass' if applicable
Provide directions to dressing rooms, toilets, backstage etc.
Answer any questions as best you can. There is a Schedule and Rules document in the folder for your reference. If unsure, direct enquires to the Discipline Chair or RSSS Staff member
Escalate issues to Discipline Chair or RSSS staff

IMPORTANT REMINDERS

All adults in the backstage area must have a valid WWCC. When entering the theater, they will be asked to log their details in the WWCC sign in book and will be provided with a WWCC wrist band (this is a different color to the daily ticket wrist bands).
Ensure all adults in the backstage area comply
Maintain Child Safe procedures
Keep competitor information confidential

END OF SHIFT

Tidy registration desk
Return paperwork
Hand over to the next volunteer and sign out

REGISTRATION VOLUNTEER

Quick Reference Checklist CALISTHENICS

BEFORE SESSION

Sign in and collect nametag and headset
Log into MyStage and familiarize yourself with the upcoming section requirements
Check teacher passes, WWCC wristbands and WWCC register
Know the location of the Schedule of Sections, Rules & Conditions & Iron Maiden

DURING SESSION

As teams arrive the coach will come upstairs to register for the competition

Work your way through each item, checking curtain requirements (black, cyc, and any reveals) and note these on a programme for the theatre curtain operator in the fly loft. You can just write B, C or B to C next to team name then give the form to the supervising/duty tech once complete.

IMPORTANT: All music files for March, Clubs, Rods & Freearm should be mp3 ... if you see an mp4 file, ask the duty tech side stage to CLOSE THE SHUTTER on the DLP.

Provide the coach with the right amount of Coaches passes and ask that they hand these back when they collect their crits.

Answer any questions as best you can. **There is a Schedule and Rules document in for your reference behind the registration desk.** If unsure, direct enquiries to the Discipline Chair or Royal South Street Society staff member on shift.

IMPORTANT REMINDERS

All adults in the backstage area must have a valid WWCC. When entering the theater, they will be asked to log their details in the WWCC sign in book and will be provided with a WWCC wrist band (this is a different color to the daily ticket wrist bands).
Ensure all adults in the backstage area comply
Maintain Child Safe procedures
Keep competitor information confidential

END OF SHIFT

Once registration is complete, move on to Stage Manager duties