

TEXAS CLOWN ASSOCIATION CONVENTION POLICIES

These policies are established and approved by the TCA Board of Directors. Any Host wishing to deviate from any of these convention policies must request TCA Board approval for the exception prior to the convention.

ALCOHOLIC BEVERAGES:

Alcoholic beverages are banned at convention functions unless there is a cash bar provided by and manned by the hotel/venue.

BANQUET ENTERTAINMENT:

Entertainment is usually scheduled during the Saturday evening awards banquet. The fee for the entertainment must be agreed on between the Host and the entertainer and a contract will be signed between these two. Any entertainment **MUST** be suitable for all ages. Entertainment is not required during the banquet. Entertainment or show should be kept to no more than 30 minutes to allow sufficient time for all award presentations.

BANQUET ROOM:

Tables should be set up in the banquet room to display balloon creations from the balloon competitions (whenever possible).

BOARD OF DIRECTORS MEETINGS:

The Convention Chair of the Host or a representative **MUST** attend the TCA Board of Directors meeting scheduled approximately 6-7 months prior to the convention to update the Board of Directors on the convention's progress. Hopefully, any problems or questions that have occurred, or are anticipated, can be resolved at this time. The list of possible invited dealers can be discussed at this meeting. (Depending on the convention dates, this meeting will be between January and May.)

The last TCA Board of Directors meeting prior to the convention is held in the Host's city at the convention hotel or near the convention venue for a walk through of the facilities.

PLEASE ARRANGE FOR THE TCA BOARD OF DIRECTORS' MEETING ROOM AND FOR ROOM RATES FOR THOSE ATTENDING THIS MEETING WHO MIGHT NEED TO STAY OVERNIGHT. (If the convention is held between July 15 and August 15, this meeting would be held in April or May. For a convention in September-October, this meeting would be held in June-July.)

BUSINESS MEETING, GENERAL MEMBERSHIP:

The annual general membership business meeting **MUST** be held at each convention, in accordance with the TCA By-Laws. The meeting time will be at the TCA Board of Director's and the Host's discretion. The election of new officers and any proposed by-law changes are accomplished at this meeting. New officers take their office at the close of the current convention, according to the TCA by-laws. There shall be nothing on the schedule to conflict with this meeting, i.e. no workshops, no dealers open, no tours, etc.

COMPETITION:

- There are six (6) makeup categories, those being Junior, Senior, Whiteface, Auguste, Tramp / Hobo and Character.
- There are two (2) categories in paradeability competition, those being individual and group.

- There are two (2) categories in skit competition, those being individual and group.
- There is one (1) performance category encompassing both singles and groups.
- There are two (2) categories in balloon competition, those being single balloon sculptures and multiples balloon sculptures.
- There are two (2) categories in face painting competition, those being cheek art and full face designs.
- There is 1 Best All Around Clown award.

First, second and third place trophies or medals will be provided by TCA for each of the named categories with the exception of Best All Around Clown. In this category, only 1 trophy or medal is awarded. It, too, is furnished by TCA.

TCA may elect to provide Top 10 Certificates or Certificates of Participation, but neither is required. Separate guidelines exist for all competition categories.

COMPETITION WORKSHOP:

A workshop will be held prior to all competitions to discuss competition rules and answer questions from the membership. This class should be lead by the TCA Competition Director or their appointed representative.

CONTRACTS / MAJOR EXPENSES:

Any major contracts and/or expenses regarding which the Host has questions should be brought to the TCA Board of Directors for discussion.

CONVENTION BID:

Convention bids must be presented to the TEXAS CLOWN ASSOCIATION (TCA) Board of Directors prior to the Annual Membership Business Meeting. (See Convention Bid Guidelines Form attached.)

CONVENTION CHAIR:

The Host shall appoint a Convention Chair prior to presenting the bid to host the convention to the TCA Board of Directors. The TCA Board of Directors must be provided with the name, telephone number, and email address of the person to contact regarding convention information. The Convention Chair should possess the necessary abilities to successfully perform the duties required to organize a convention. These abilities include organization skills, accounting and financial knowledge. (See Conventions Bid Guidelines Form)

CONVENTION DATES:

The dates for the convention will be between July 15th and August 15th. If summer-time conventions prove unfeasible, the convention time frame will be moved to the fall and scheduled for either the last weekend in September or one of the first two (2) weekends in October. The TCA Board of Directors will determine if the convention will be scheduled in the summer-time or fall dates. If a Host wants to hold the convention outside of the specified time frame, the host must submit the proposed date to the TCA Board of Directors for approval prior to any contracts being signed. When choosing the dates, every effort shall be made not to interfere with any religious holy days. The convention should be for 3 1/2 days (Wednesday afternoon through late Sunday morning). TCA Board of Directors must approve the dates that the convention will be held.

*In 2007, a mail-in ballot was used to get the opinion of the membership. It was decided by the membership that the convention would be held between July 15 and August 15 beginning in 2009. Criteria was also established to evaluate the success of the summer-time conventions

after several years and, if necessary, the TCA Board could vote to move the dates back to the September/October time frame.

CONVENTION REPORT:

At the first TCA Board of Directors meeting following the convention, the Host MUST furnish the TCA Board of Directors with a CONVENTION REPORT. This report must include a FINANCIAL REPORT. The convention report will be presented by a member of the Hosting group during the TCA Board of Directors meeting. (If the convention is held between July 15 and August 15, this meeting will be held in October-November. If the convention is held in the Fall, this meeting will be in December-February.)

The TCA Board of Directors requires periodic convention and financial reports from the Convention Hosts prior to the convention. Convention Hosts should plan and expect to submit a report at each TCA Board of Directors meeting during the year prior to the convention and since the last convention. Typically the TCA Board of Directors meets on a quarterly basis.

DEALERS:

ALL DEALERS ARE ENCOURAGED TO BECOME MEMBERS OF TCA AND TO ADVERTISE IN THE JOEY JOURNAL. The TCA Board of Directors shall be provided with a list of prospective dealers approximately six (6) months prior to the convention dates. **THE DEALERS WILL NOT BE REQUIRED TO PAY FULL REGISTRATION COST, IF NOT ATTENDING THE WORKSHOPS OR LECTURES.** The dealers are allowed to purchase a ticket for the meals / parties / banquet that they wish to attend. All dealers must be provided with a different colored dealer badge to identify them easily. **THERE WILL BE NO UNAUTHORIZED DEALING AT THE CONVENTION.**

The Host must provide a table for the sale of TCA items. This may or may not be situated in the Dealer's Room. Placement may be near the convention registration area.

DONATIONS:

Ten (10) percent of the net profits of the convention shall be given to the Host's charity of choice. This charity will be named DURING the planning stages of the convention and the name will be widely publicized. The charity's name should also be announced at the General Membership meeting.

FORMAL AGREEMENT:

A formal agreement between the Host and TCA shall be made to solidify acceptance of the bid for convention. This agreement shall be recorded in the board minutes. The TCA Board of Directors will be available to the Host to assist with the convention planning. The Convention Chair is obligated to report to the TCA Board of Directors all progress and any problems that may arise.

HOSPITALITY ROOM:

The hospitality room will be the responsibility of the Host. (It is recommended that this be a nice sized room or suite with kitchen facilities.)

HOST:

The convention will be planned and hosted by either an accepted and approved current TCA Alley or a Board appointed convention committee. All references in this document to the convention Host, will refer to this approved alley or appointed committee.

HOTEL OR CONVENTION VENUE:

The Host must select a hotel/venue that will provide for all the convention needs. A contract between the hotel/venue and the Host must be signed to seal all agreed upon prices. If the convention events will be held at a venue other than a hotel, the Host must also arrange with nearby hotels for convention attendees to stay during the convention. The Host should negotiate a reasonable room rate for the convention dates.

HOTEL ROOMS:

The TCA Board of Directors must approve the hotel room rate, in the interest of the membership. The allocation of complimentary hotel rooms is left up to the discretion of the Host.

The current TCA president shall be provided with a room for his/her stay at the convention paid for by TCA.

DEALER'S ROOM:

The Dealer's Room must be locked when not in use.

THE JOEY JOURNAL REPORTS:

The Host will provide the editor of *The Joey Journal* with their registration form to be included in each issue AFTER the preceding convention and any issues published up to the dates of their convention. Articles about planned convention events, headliners, lecturers and dealers, etc. will also be welcomed for these same issues.

JUDGES AND SCORING:

The TCA Board of Directors' appointed Competition Director will coordinate with the Host regarding all competition matters. Competition score sheets will be provided by the TCA Competition Director as an expense of TCA. An area at the convention must be provided for the totaling of score sheets, preferably in or near the competition area. All judges will be secured by the TCA Competition Director.

PHOTOGRAPHER:

The Host will provide a photographer for the convention (if at all possible).

PLANNING COMMITTEE:

All members of the Host's convention planning committee must be TCA members.

PROMOTE YOUR CONVENTION:

When your bid has been accepted to host a TCA convention, you will make a presentation to encourage attendance. This presentation is done at the Sunday morning breakfast or the General Membership Meeting at the convention preceding yours.

PROFITS AND LOSSES:

TCA will receive \$10 per registrant to assist with the TCA convention expenses (such as, trophies and awards and hotel expenses). This will be considered a regular convention expense by the Host.

TCA will receive forty percent (40%) of the net profit of the convention after [1] repayment of the seed money, [2] \$10 per registrant mentioned above and [3] 10 percent (10%) is donated to the Host's charity of choice.

The other sixty percent (60%) of the profit of the convention, along with the proceeds from the auction and/or raffle and the proceeds from the sales of program book advertisements shall go to the Host. The method of distribution and the amount of these monies distributed shall be at the discretion of the Host.

REFUNDS:

The handling of refunds for any registration cancellation will be the decision of the Host. It is suggested that this policy be published to the membership or noted on the convention registration form.

REGISTRATION PACKET:

These are distributed as attendees check in at the convention. Contents **WILL** include, but are not necessarily limited to, the following:

- Program Book
- Convention Schedule
- Hotel map / Floor plan
- Name Badge (including TCA #)
- 1st Convention Attendee Badge (if appropriate)
- Current Year's Swinger
- Meal Tickets

REGISTRATION FEE:

FULL REGISTRATION –

The Host shall set the Full Registration fee in accordance with what has been planned for the convention. All registrants **MUST BE CURRENT TCA members**. The Full Registration fee will be the same for Regular/Full members and Family members and may be discounted for Junior members. All those attending the entire convention **MUST PAY FULL REGISTRATION FEE**. TCA will pay the Full Registration fee for the Spark Plug Award winner (if applicable), the editor of *The Joey Journal*, and the TCA Competition Director. A minimum of two (2) meals **MUST** be included in the Full Registration fee. (The two meals are usually the awards banquet dinner and the Sunday breakfast.)

All Full Registrants attending the convention **MUST BE CURRENT TCA MEMBERS**. A current TCA membership roster will be provided by the treasurer to the Host just prior to the convention date. At the time of check in, all registrants' names will be checked against the membership roster to insure their TCA MEMBERSHIP IS CURRENT.

DAY REGISTRATION –

Day Registration is not required but is the option of the host. If they so choose, the Host shall set the Day Registration fee in accordance with what has been planned for the convention. The Day Registration fee will be the same for all types of memberships (full, family or junior and non-members). Day registrants may attend workshops and enter the Dealer Room on THAT DAY but cannot compete. There are no meals provided with Day Registration. A Day Registrant does not have to be a member of TCA.

REQUIRED ELEMENTS:

1. REGISTRATION — Must have a good system. This is the backbone of a good and orderly system. Must have both advanced and “at the door” pricing.
2. DEALERS ROOM — Sufficient open hours will be scheduled so that it will be profitable for the dealers to come to the convention.
3. MAKEUP /WARDROBE COMPETITION — Still photographer is to be provided.
4. SKIT COMPETITION -- Ample time must be allowed for the participation of both single and group skits.

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5. PERFORMANCE COMPETITION --- Adequate time must be allowed for the participation.
6. PARADEABILITY COMPETITION -- Sufficient time must be allowed for those wishing to participate in single and/or group paradeability.
7. BALLOON COMPETITION — Balloons WILL be stored in a secure location for later display at awards banquet (whenever possible). Balloons are to be stored after the judges have finished and the convention attendees have had a chance to view them.
8. LECTURES /WORKSHOPS — Education is the main focus of the workshops. A good variety is needed and a minimum of 12 workshops must be provided. Often more than 2 dozen classes can be included in the convention schedule.
9. MEALS — A minimum of two (2) meals will be provided in registration fee. The two meals are usually the Saturday awards banquet and the Sunday breakfast.
10. GENERAL MEMBERSHIP MEETING — Negotiate the time and date with the TCA Board of Directors. This is an open meeting and TCA members are encouraged to attend. Nothing else shall be scheduled to conflict with this meeting.
11. SUNDAY WORSHIP SERVICE — A non-denominational worship service must be provided. Attendance is left up to those attending the convention

NOTE: In scheduling, no competitions should overlap. All full registrants must be allowed the opportunity to participate in each category without restriction.

REVENUE

All convention income, sponsorships, grants, etc. will be considered REVENUE of the TCA convention. (Funds from Ad sales and Raffle/Auction proceeds are considered REVENUE - for the purpose of calculating the Net Profit/Loss and the amount of the charity donation.) Funds raised by the hosting group outside of convention promotion or in the course of their normal activities, may be retained by the hosting group. It is the option of the hosting group to use their own funds to cover certain convention expenses. Any such funds will be considered a donation to the convention and will be accounted for as REVENUE. ALL Revenue less ALL Expenses will be the Convention NET PROFIT/LOSS. The final Net Profit/Loss will be distributed as per the chart below. (A full accounting spreadsheet will be provided to each convention host.)

All Convention REVENUE				
Less All Convention EXPENSES				
- \$10 per full registrant to TCA				TCA
Net Profit/Loss				incl seed \$
Less Seed Money				TCA
Less 10% to Charity of Choice				Charity
Less Advertising Revenue				Host Alley
Less Raffle/Auction Revenue				Host Alley
Final Profit/Loss				
60% Profit for Host				Host
40% Profit for TCA				TCA

SEED MONEY:

The host is offered one thousand dollars (\$1,000.00) seed money by TCA. This check is issued between October and January prior to the convention. A convention bank (checking)

account should be opened and named TCA CONVENTION _____ (year of event). The seed money is to be returned to TCA by the first TCA Board of Directors meeting following the close of the convention.

SOUND SYSTEM:

A sound system must be available. Sound systems will be needed for the following:

- All Workshops (optional)
- Skit Competitions
- General Membership Meeting
- Saturday Evening Awards Banquet (for awards presentation)
- Awards Banquet Entertainment
- Sunday Morning Breakfast
- Sunday Morning Worship Service

TROPHIES/MEDALS and SWINGERS:

TCA will provide the trophies/medals for all TCA sponsored competitions. TCA also provides new member badges for 1st time convention attendees, but it is the responsibility of the Host to provide the TCA swingers. **\$10.00 from each registration fee will be given to TCA to help defray the costs of awards.** See Profits and Losses section above.

VIDEO:

No videotaping of lecturers is allowed without authorization from the lecturer. Video taping of competitions (makeup, skits, balloons, face painting, performance, and paradeability) is permissible. (Cameras should be placed in the back of the room so as not to block spectators' view.)