

WPCSA Regional Promotional Group, Sub-committee & Working Party

STANDARD OPERATING PROCEDURES

EVENT NOTIFICATION

- Online submission is **mandatory** for RPGs, Sub-committees and Working Parties.
- Notification is to be submitted 12 weeks prior to event date and 4 weeks prior to COM Meeting.
- RPG's, Sub-committees and Working Parties must not send any information directly to Events Chair as this creates extra handling and confusion.

Submitting an Event Notification Form online:

- The RPG, Sub-committee or Working Party is to use the link below or they can access the form directly via the WPCSA website in the RPG/ Sub-committee Admin tab which is under RPG.

[EVENT NOTIFICATION FORM](#)

- To prepare for this form the person completing it will need to have the program and the budget available to upload and any judges resumes if they are required.
- When the form is submitted a copy will be emailed to both the Office and to the person completing the form.
- For assistance with completing the online form please contact Peter Hodgson, 0429 989 608.

On receipt of Event Notification Form by the National Office:

- The Office will ensure that all the fields have been completed and that all necessary documents have been uploaded.
- The Office will check for date clashes, within the same states for RPG level events, and over Australia for State All Welsh shows and the Welsh National Show.
- The Office will check the WPCS Judges nominated are on the current panel, eligible to judge the show based on their tier status / level of the event, as well as in reference to any medals for the event, financial and not under any disciplinary cloud.
- If the notification form is all correct it will be sent to the Events Chair at the end of each week.
- Events will be ordered by the date received to ensure judges are assessed on a first nominated basis.
- If the nomination form is not correct or anything is missing it will be returned to RPG for corrections before sending to Events Chair.

On receipt of Event Notification Form by the Events Chair:

- Events Chair and the Events Sub-committee, and COM if there are overseas judges nominated, and / or if it is a State All Welsh Show or the Welsh National Show, for assessment and response by the end of the following week.
- Events Chair will inform the National Office if the event is approved or if a resubmission is required.

On receipt of the Event Committee response by the National Office:

- The Office will inform the submitting RPG, Sub-committee or Working Party if the event has been approved or if it has not been approved.
- When an event is not approved the Office will outline the changes or items required and provide the RPG, Sub-committee or Working Party with a link to resubmit the required changes or items.

On receipt of the re submitted Event Notification Form by the National Office:

- The process will begin again.

