

THE PRIME MINISTER'S BEST VILLAGE TROPHY COMPETITION



RULES, REGULATIONS AND PROCEDURES 2025

OVERALL GUIDELINES

MISSION STATEMENT AND OBJECTIVES

Vision:

To champion the integrated village concept in and among communities throughout Trinidad and Tobago.

Mission Statement:

To partner with communities, so as to identify and satisfy their needs through the provision of gender-sensitive quality programmes and services, thereby achieving improvements in their standards of living whilst encouraging retention of their traditions.

Objectives:

- To empower communities;
- To encourage in communities a sense of national pride, community spirit and community upliftment through healthy competition and social interactions;
- To encourage the creativity of our peoples culinary and artistic talents;
- To provide ample opportunity for the exercise of the creative imagination by young persons in our communities;
- To encourage specifically the retention of the Folk Art and the upliftment of the arts in general;
- To identify, preserve and record our historical and environmental sites throughout Trinidad and Tobago.

OVERALL GUIDELINES

- (1) The senior administrators of the Ministry, hereafter referred to as “the Administration”, who are in charge of the Prime Minister’s Best Village Trophy Competition, hereafter referred to as “the Programme” as well as the Senior Officer with direct responsibility for the Programme, reserve the right to determine which categories will be implemented and the competition’s overall artistic format and structure.
- (2) The Senior Officer in charge of the programme will refer to the Best Village Units’ Programme Manager or the person tasked with direct responsibility for the programme by the Permanent Secretary of the Ministry of Community Development, Culture and the Arts.
- (3) The individual categories will be guided by these rules, regulations and procedures which have been decided upon by the Administration with consultation of the competition’s various stakeholders.

- (4) This document represents an up to date listing of all rules, regulations and procedures regarding the Programme. It is NOT an exhaustive document. As the Programme progresses, amendments and additions may be made and noted accordingly.
- (5) The entire competition will be organized at District level. There are Eleven (11) Administrative Districts: -
- i. St. George East
 - ii. St. George West
 - iii. St. Andrew/St. David
 - iv. Nariva/Mayaro
 - v. Victoria East
 - vi. Victoria West
 - vii. St. Patrick East
 - viii. St. Patrick West
 - ix. Caroni North
 - x. Caroni South
 - xi. Tobago
- (6) All groups MUST register in the District where their rehearsals are held.
- (7) An individual or group is considered as being from a community if they:
- a) Have resided or worked in a community for at least four (4) continuous years, as evidenced by a utility bill, job letter or sworn affidavit;
 - b) Were born in the community as detailed by birth or religious certificate; or
 - c) Attended school from primary level onward within the community.
- (8) Aside from in the La Reine Rive Category, the Administration will NOT be held responsible for any subcontracting or internal arrangements between groups or individuals regarding performances for the Programme and remuneration for such.
- (9) All rules and regulations stipulated within this document may be disputed by an aggrieved party.
- (10) Any dispute must be submitted in writing to the Senior Officer in charge of the Programme and copied to the Officer in charge of the group or individual's District before five (5) working days have passed after the issue under dispute.
- (11) Adjudication of disputes regarding any rule or regulation as dictated by this document falls to the Senior Officer in charge of the Programme. Parties may be directed towards mediation as a way of resolving the dispute if warranted.

- (12) The Senior Officer will respond in writing within five (5) working days of receiving the document.
- (13) Further adjudication can be sought from the Administration:
- a) At the discretion of the Senior Officer in charge of the Programme.
 - b) Following a written request for further adjudication submitted by the aggrieved party no more than ten (10) working days after receiving a response from the Senior Officer in charge of the Programme.
- (14) The Administration reserves the right to forego further adjudication in support of a decision made by the senior officer in charge of the Programme.
- (15) The Prime Minister's Best Village Trophy Competition is focused primarily on innovative use of Folk forms and retention of traditions. Politics and Religion should be avoided or handled with sensitivity and respect.
- (16) As a multi-ethnic and multi-cultural state programme it is expected that ALL performances in the PMBVTC should handle topics of equality, gender, abuse, sexuality and other social issues with sensitivity and respect for the different views, opinions and beliefs of all citizens of Trinidad and Tobago.
- (17) Performances should be simulations of religious practices. Actual rituals and invocations are strictly prohibited.
- (18) Performances should refrain from any performance moving past critique to tarnishing the name and reputation of the Programme, the Administration or the Competition's patron, The Prime Minister of the Republic of Trinidad and Tobago.
- (19) Any performance or production found contradicting any of the above regulations and Overall Guidelines, may face disqualification and can be barred from participating in the Programme for a period up to but not five (5) years.
- (20) In the event of low participation, acts of God or other extenuating circumstances, the Senior Officer in charge of the Programme reserves the right to treat any category at any level as a final, retroactively or otherwise, in consultation with the Administration. As far as possible competitors will be notified of such before the start of their performances.

SECTION I - COMPETITION GUIDELINES

PART I- COMPETITION STRUCTURE

- 1) Aside from Folk Productions, and the Village Chat, all performances must be accompanied by a one (1) to two (2) paragraph synopsis, (type written, size 14 font) to be read before the competitor performs.
- 2) The synopsis must have the name of the group and the name (and order number where applicable) of the competitor.
- 3) The suitability between the synopsis and the theme is an assessed aspect of the competition.

Preliminaries

- (1) At the preliminary stage,
 - i. La Reine Rive, Folk Presentations and Food and Folk categories will be adjudicated at District Fairs and Preliminary events.
 - ii. Folk Theatre will be adjudicated at a venue determined by the competing group.
- (2) Districts may execute their preliminaries individually or in collaboration with another district.
- (3) Where districts combine to implement their preliminaries, performances will still be adjudicated based on the participants' district.
- (4) All drumologies will be adjudicated without mics.
- (5) All stages for drumology must either be:
 - a) Within a building or
 - b) Against a solid backdrop to facilitate distribution of sound.

Semi-finals

- (6) There will be NO semi-finals for the Folk Productions Category.
- (7) For all other categories, applicants will be notified if there is a semi- final stage when registration for the season begins. If there is a semi-final:

- i. All participants will require a minimum score of 65% to qualify for the semi-finals.
- ii. The number of contestants qualifying for the semi-finals will be as follows:
 - a) Eleven (11) district winners, one (1) per district including Tobago, and
 - b) Ten (10) additional contestants chosen in order of merit from the remaining contestants.

Finals

(8) Folk Productions

- i. A minimum of ten (10) groups in Folk Theatre and six (6) groups in Folk Theatre One Act attaining a score of 70% and over will be selected in order of merit for the finals of the Folk Productions Competitions.
- ii. Groups that do not attain the qualifying score will not be considered for the finals.
- iii. The number of groups qualifying at the final level will be determined by the Committee and communicated to the stakeholders prior to that year's competition.

(9) Folk Presentations and La Reine Rive:

- i. Competitors will require a minimum score of 65% to qualify for the Finals.
- ii. When the finals follows a semi-final a total of eight (8) competitors in order of merit will advance to the final round.
- iii. When the competition advances from preliminaries to finals:
 - a) In Folk Presentations a total of eight (8) competitors will advance to the final round in each category on merit.
 - b) In Miss La Reine Rive a total of twelve (12) competitors will advance to the final round on merit.

PART II- GROUP/ ORGANIZATION GUIDELINES

- (10) By Act No. 7 of 2019, all groups participating in the Prime Minister's Best Village Trophy Competition MUST be registered with the Ministry of Legal Affairs.
- (11) All so registered Village/Community Councils, Faith Based Organizations, Gender Based Groups, Schools, Youth Groups, and Sporting and Cultural Organizations are invited to participate in any of the categories.
- (12) All documents must be submitted through the District Offices. Applicants will be notified as to the final date of submission for entry forms.
- (13) Each Village/Community Council, Gender based Group, Youth Group, Sporting and Cultural Group:
- i. Must be a properly constituted organization with an elected executive structure.
 - ii. Must possess a banking account with a recognized commercial bank, with evidence of at least two (2) authorizing signatories.
 - iii. Is responsible for ensuring that individuals from their group adhere to the competition's rules and regulations as dictated by this document.
 - iv. Failure to do so, will result in disqualification of the individual and/or group from participating in the competition pending an investigation by the Best Village Unit.
 - v. Will not be allowed to participate in the Competition if the name of the Organization includes an individual's full name e.g. John Doe Dance Group.
- (14) Groups must confirm their registration by completing the prescribed form and submitting same to the District office no later than fifteen (15) working days before the date of their preliminary performance. In order to access tutoring groups must complete registration one week before tutoring begins.
- (15) Groups that do not confirm their registration within the stipulated timeframe will not be allowed to compete.
- (16) All competitors are expected to be at the competition venues a minimum of two (2) hours before their scheduled performance time. This is to facilitate unexpected changes to the programming. Any group that does not adhere to this guideline

and misses their category adjudication **may be disqualified** at the discretion of the Senior Officer in charge of the programme in conjunction with the Best Village Officer in charge of the group's district.

- (17) Groups may request time-off letters to facilitate individual's participation in the competition. All requests for time-off letters need to be submitted to the Best Village district office no less than two (2) weeks prior to the first date of competition.
- (18) Groups may request to be adjudicated at a date and time other than that scheduled at any level. However:
 - i. The request must be submitted in writing to the Senior Officer in charge of the Prime Minister's Best Village Trophy Competition through the District Office on the prescribed form no less than five (5) days before their performance date.
 - ii. Consideration will only be given with sufficient justification submitted in writing.
 - iii. Approval is at the sole discretion of the Senior Officer in charge of the Prime Minister's Best Village Trophy Competition.
- (19) The Best Village Unit will respond in writing within five (5) working days of receiving the request.
- (20) Unless a prior request is submitted and approved, groups will NOT be allowed to present outside of the scheduled date and venue assigned for their performance at any level.

PART III- INDIVIDUAL PARTICIPANT GUIDELINES

- (21) Individuals can mainly participate in the PMBVTC through a registered group or organization. Otherwise they can register for solo categories. Individuals who register for Solo Categories may not perform through any registered group or organisation.
- (22) No individual may engage in any role on stage, with more than one group registered in the competition at any level. Any group found violating this rule will

be disqualified. The only exception to this is accompanists. Keyboardists, guitarists, back-up singers and drummers outside of the drumology category.

- (23) At all competition venues individuals are considered to be representatives of their organization, their district and the Ministry responsible for the Programme. Their behaviour is expected to reflect this.
- (24) Any behaviour on the part of an individual that may be considered as bringing the Programme into disrepute may result in them and/or their organization being banned from the programme subject to an official inquiry by the Senior Officer in charge of the Programme.

PART IV- TUTOR GUIDELINES

- (25) Tutoring for the Prime Minister's Best Village Trophy Competition is open to nationals of Trinidad and Tobago in the first instance, and the CARICOM community.
- (26) Tutors must have any combination of education and/experience as outlined below:
 - i. Tertiary level certification in their chosen field,
 - ii. Minimum of five (5) years' experience as a practitioner, tutor or director, specialising in Folk forms supported by:
 - a) Certification from or application to the National Registry of Artists and Cultural Workers or
 - b) Recommendation from a nationally recognised body in the related discipline or
 - c) Assessment from a certified competent authority
- (27) Tutors will be contracted in the following areas:
 - i. Folk Music
 - ii. East Indian Folk Music

- iii. Folk Dance
- iv. East Indian Dance
- v. Directing
- vi. Drama
- vii. Drumming
- viii. Tassa
- ix. Handicraft

(28) Tutors will not be contracted at any level for groups participating ONLY in the following categories.

a) Solo Categories

(29) When working with a community, Tutors are expected to:

- i. Impart knowledge (practical and theoretical) of the forms being utilised to the participants.
- ii. Encourage the participation of as many community members as feasible.
- iii. Attend all sessions as dictated by the District schedule.

(30) Interested persons will be expected to apply for the position of tutor by submitting all required documentation as dictated by the Tutor Application Form.

(31) Tutors are selected at the discretion of the Senior Officer in charge of the Programme.

(32) Registered Tutors must submit their desire to be included in the current year's tutor listing by completing the Returning Tutor Application Form, by the date stipulated in the yearly guidelines issued by the Programme.

(33) It is the Tutor's responsibility to ensure that all submitted information is correct and up to date.

(34) Anyone who has not been registered as a Tutor with the programme for a period exceeding five (5) years will be asked to complete the application form.

(35) Groups are allowed to request Tutors in any discipline as long as the weekly schedule can facilitate ALL tutors for the full tutoring sessions and period.

(36) At the preliminary level, a Tutor can only claim full stipend when:

- i. In Folk Theatre- The group presents a performance no less than 60 minutes in duration.
- ii. In Folk Presentations- The group presents the required number of performances.

(37) At any other level, a tutor can only claim full stipend when the group performs in all qualified categories for the requisite durations.

(38) Tutors will not be allowed to:

- i. Claim for more classes or sessions than dictated by the yearly guidelines.
- ii. Claim full stipend for a group that has not performed at any competitive level unless justified in writing and approved by the senior officer in charge of the Programme.

(39) If a Tutor applies for full stipend and the organization does not present the required performances, an investigation will be held by the Senior Officer in charge of the programme to determine why the participating group did not perform. Upon completion of the investigation:

- i. If fault is found to be with the group, the Tutor will be paid the full stipend as claimed.
- ii. If fault is found to be with the Tutor, the Tutor will be paid a fraction of the stipend based upon the fraction of performances presented and their total attendance.

(40) Tutors can tutor up to three (3) classes across any District in Trinidad and Tobago if:

- i. The assigned classes' schedules do not clash.
- ii. There is sufficient time allocated between classes to ensure the tutor can attend each class in a timely fashion.
- iii. Each group and District office is aware of the Tutor's divided responsibilities.

- (41) Tutors found in violation of the Regulations, as quoted above, may be dismissed without pay, and banned from participation in the competition at the discretion of the Senior officer in charge of the Programme.

PART V- ADJUDICATION GUIDELINES

- (42) Adjudicating for the Prime Minister's Best Village Trophy Competition is open to nationals of Trinidad and Tobago in the first instance and the CARICOM community.
- (43) Adjudicators must NOT be formally associated with any group participating in the Programme.
- (44) Adjudicating is only open to tutors who have not registered with the Programme within the last three (3) years.
- (45) Auditors will be assigned to collate all scores.
- (46) Adjudicators must have:
- i. Tertiary level certification in their related field.
 - ii. Minimum of ten plus (10+) years' experience as a practitioner, tutor or director, specialising in Folk forms supported by:
 - a) Certification from the National Registry of Artists and Cultural Workers or
 - b) Recommendation from a nationally recognised body in the related discipline.
- Or
- iii. Any combination of education and or experience as outlined above.
- (47) The areas of discipline required by each adjudicator will be based upon the adjudication panel requirements outlined for the category.
- (48) All adjudicators will be required to sign confidentiality agreements prior to the start of the competitive season.
- (49) Legal action can be taken against any adjudicator found in breach of this agreement.

- (50) All adjudicators will be required to undergo adjudication training sessions prior to the start of competition.
- (51) Adjudicators are allowed to discuss performances while adjudicating, however, attempts to influence the scoring of other adjudicators is expressly forbidden.
- (52) Overall Adjudication Process:
- i. A panel of four (4) adjudicators consisting of three (3) main adjudicators and one (1) alternate, will be contracted for each Folk Presentation category at the preliminary and/or semi-final rounds of competition.
 - ii. Except for special categories in the Evening Gown Category, a panel of eight (8) adjudicators, seven (7) main adjudicators and one (1) alternate, will be contracted for the finals.
 - iii. All adjudicators, main and alternates, will be expected to adjudicate for the entire level of competition in a given category.
 - iv. The five (5) or seven (7) main adjudicators will be chosen randomly at the discretion of the auditors.
 - v. The main adjudicators can be changed from category to category (e.g. French Influenced and African Influenced Dance), however they MUST remain the same for all competitors within the category.
 - vi. Aside from the conditions stated at Section I, adjudicators will only be changed within a category when an adjudicator is absent due to unforeseen circumstances.
 - vii. The final score assigned to each participant will be based on the average after the highest and lowest score have been eliminated and any penalties deducted as per the category rules.
 - viii. The total score after the highest and lowest scores have been eliminated and any penalties deducted as per the category rules.
 - ix. For the Folk Theatre preliminaries, the score sheets will be signed by the adjudicators then verified and signed by the auditors, at the end of each production.
 - x. For all other areas of competition, the verification and signing of score sheets will occur on completion of the category.

- xi. The auditors will be responsible for tallying the master score sheet and ensuring that the score is in keeping with the judges individual marks as well as the category rules and regulations.
- xii. The judges will not be allowed to view the Master Score Sheet.
- xiii. At the final level, winners will be announced on the date designated for this activity.

(53) Adjudication duration

- i. In all categories adjudication begins at the first sound, movement or visual that can be assessed by the judges based on the rubric for that category.
- ii. When technical difficulties, which are beyond the control of the competitor, impede the start of a performance, the competitor is allowed to restart their performance. Adjudication will then begin as outlined above
- iii. In Music Categories, adjudication ends:
 - a) When all sound ends or
 - b) When the last singer, that is not accompaniment, exits the stage.
- iv. In Dance categories, adjudication ends:
 - a) When dancers freeze onstage or
 - b) When all dancers have exited the stage
- v. In categories adjudicating the spoken word, adjudication ends:
 - a) When the performer verbally signifies the end of the performance with a clear and appropriate phrase. i.e. Thank you, the end,
 - or
 - b) The performer exits the stage.
- vi. In the Folk Theatre Category, adjudication ends when the beginning of the curtain call is signalled with a bow from centre stage made by the first actor on stage.

(54) Adjudication penalties

- i. Penalties will be assessed as stated under the category or section guidelines.
- ii. If an adjudicator suspects that a performance may be in contravention of an established rule, the adjudicator is expected to judge the performance as

prescribed by the rubric and table the concern for discussion after the performance.

- iii. If, after consultation among the adjudicators, a competitor is deemed to have presented a performance contrary to the rules and regulations for that category:
 - a) The adjudicators on the relevant panel will complete the Rules and Regulations Contravention Report form.
 - b) The form will be signed by all judges and submitted to the auditors along with their score sheets.
 - c) Auditors will forward the form to the Senior Officer in charge of the Programme and for their information, and appropriate penalties will be enforced as stipulated.

PART VI - TIMEKEEPING GUIDELINES

- (55) The durations allocated for performances and the penalties levied against performances ending outside of the stipulated timeframes will be dictated as follows:
- i. Folk Theatre: Minimum 75 minutes, maximum 90 minutes; (minus) -2 average points for every minute over or under the stipulated timeframe.
 - ii. Folk Music: Minimum 3 minutes, maximum 4 minutes; (minus) -1 average point for every 20 seconds or part thereof over or under the stipulated time.
 - iii. Folk Dance: Minimum 3 minutes, maximum 4 minutes; (minus) -1 average point for every 20 seconds or part thereof over or under the stipulated time.
 - iv. East Indian Devotional Music: Minimum 3 minutes, maximum 4 minutes; (minus) -1 average point for every 20 seconds or part thereof over or under the stipulated time.
 - v. Short Story: Minimum 6 minutes, maximum 8 minutes; (minus) -1 average point for every 20 seconds or part thereof over or under the stipulated time.

- vi. Poetry/ Spoken Word: Minimum 3 minutes, maximum 4 minutes; (minus) -1 average point for every 20 seconds or part thereof over or under the stipulated timeframe.
 - vii. Dramatised Literature: Minimum 8 minutes, maximum 10 minutes; (minus) -1 average point for every 20 seconds or part thereof over or under the stipulated timeframe.
 - viii. La Reine Rive Self Expression: Maximum 2 minutes; (minus) -1 average point for every 20 seconds or part thereof over the stipulated duration.
 - ix. La Reine Rive Talent: Minimum 3 minutes, maximum 4 minutes; (minus) -1 average point for every 20 seconds or part thereof over or under the stipulated time.
- (56) For all performances, there will be a visible clock displaying the performance duration for both the audience and the participants backstage. The clock backstage is of primary importance.
- (57) For the Village Chat category, there will be a clock displaying the speaking duration for both the audience and the participants on stage.
- (58) These clocks will be manned by an assigned time-keeper.
- (59) The time-keeper will be backstage with the Master of Ceremonies (M.C.). The timekeeper will keep a record of each performance duration.
- (60) After each performance a designated member of the group will sign verifying that the time on the clock corresponds with the time recorded by the time-keeper.
- (61) This record will be signed by the time-keeper, who will provide the M.C. with the performance duration for dissemination to the audience. The record will be submitted to the auditors at the end of the category.
- (62) There will be a secondary time-keeper positioned to face the stage, who will also keep a record of each performance duration.
- (63) If there is a discrepancy with the time as given by the first timekeeper, the second time keeper will be consulted.

- (64) The time as noted by the second timekeeper will be considered as final.
- (65) The start and end time for all performances will correspond with the guidelines outlined for the start and end of adjudication as stated above.