



NEVADA STATE ELKS ASSOCIATION

RITUAL COMMITTEE MANUAL

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Past State Presidents Advisory Council

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1.0 Purpose

To encourage the use and correct performance of the Grand Lodge Rituals by all subordinate Lodges in the State of Nevada.

2.0 Scope

- Assist the Lodges, when requested, in any matter concerning preparation for or performance of Rituals.
- Make arrangements for and conduct District and State Initiatory Ritual Competitions and the annual "11 O'clock Toast" competition.
- Assist the Grand Lodge Ritual Committeeman in arranging and conducting ritual clinics and judges' certification clinics.
- Hold meetings at the annual NSEA Convention and the Mid-Winter Session, which are open to all session attendees.

3.0 Responsibilities

3.1 President-Elect Liaison

- The President-Elect liaison, with the assistance of the State Chairman, will provide a written quarterly report to the Executive Committee.
- The President-Elect liaison will assist in coordinating details and arrangements for all state convention programs and workshops.
- The President-Elect liaison will assist the State Chairman designee in coordinating funding activities through the use of the "Budget Request Form" each February.

3.2 State Chairman

- Each quarter attend a meeting with the Executive Committee and provide a report of your committee's actions, achievements and/or challenges. If unable to attend the Quarterly meeting, a member of the committee may represent the State Chairman. If the Chairman or a member of the committee cannot attend the Quarterly, the Chairman will submit a written report outlining the Committee's actions, successes, failures and send it to the committee's Liaison Officer at least ten days prior to the meeting. (Quarterly meetings are held on the 3rd weekend in June, October, January and April. The Secretary/Manager will provide notices of these meetings.)
- Write articles for the State WEB Site as needed. Articles need to be sent directly to State Office by the 10th day of the month.
- Monitor the activities of the Working Committee and assist in finding volunteers to serve on this committee who will fulfill duties and responsibilities as outlined in this manual. Received
- Provide Vice Presidents with agenda for convention programs and workshops 60 days prior to convention. January workshop should focus on committee training. June

workshop should highlight last years' successes and include a detailed description of new programs.

- Committee reports must be presented to the State President, in writing, 60 days prior to a convention. The State President will make final determination on all committee reports and presentations to be given at the state conventions. Speeches on the convention floor will be limited and must be vital information for the whole assembly.
- Incoming State Chairman will provide detailed budget information to the President-Elect each February through the use of the "Budget Request Form".
- File copies of all correspondence and reports with the State Association Secretary and the President-Elect liaison.
- Obtain stationary, forms and reports as required from the NSEA Coordinator.
- Turn over all files and records in his charge to the succeeding State Chairman.
- At the conclusion of each NSEA business year he will review records of his committee located at the State Office and purge the files of unwanted material.
- Provide committee training to the Working Committee and Lodge Chairmen.
- Coordinate the activities of the Working Committee.
- Arrange for all Ritual Clinics as necessary.
- Assist the Grand Lodge Committeeman in arranging Judges Certification clinics.
- See that all District and State level competitions are staffed with officials.

3.3 Working Committee

- Coordinate with and report in writing on a quarterly basis to the State Ritual Chairman.
- Attend State Association conventions, workshops and training seminars.
- Make and report on such special inquires as requested by the State Chairman.
- Assist the State Chairman in finding a replacement upon his retirement.
- Encourage each Lodge in his district to utilize and properly perform all appropriate Grand Lodge Rituals.
- Encourage Lodges in his jurisdiction to participate in the Ritual Competitions.
- Chair, or co-chair if more than one district is involved, the District Ritual competition.
- Encourage Lodges in his district to host district Ritual competitions.
- Make/confirm all arrangement for district ritual competitions.
- Attend ritual training clinics and encourage all Lodge officers to do the same.
- Receive registration forms from Lodges. Retain copy and transmit copy of registration form and fees to State Office.

- When assigned as the Presiding District Chairman for District Ritual Contests, follow the procedures found in Appendix A.

3.4 Lodge Ritual Coach/Chairman

- Obtain and familiarize yourself with the Grand Lodge and State Association Ritual Committee Manuals.
- Seek training and advice from the Working Committee and the State Chairmen.
- Promote the Ritual programs in your lodge through meetings, Lodge Bulletins, personal contacts, posters and other methods.

4.0 Procedure/Requirements

4.1 Division Contest

- The Division contests may be held at a common location on common days. Such contests herein will be called "division contests", and the jurisdictional area of Lodges from the division involved will be called the "contest area". Division contests are held to support the efficient use of manpower; contest materials required to stage a contest and should be staged to minimize any influence over the individual outcomes of the contest for any Lodge or District.
- Division Contests shall be held during the month of April of each Lodge year. The State Chairman, through the State Secretary's office, shall notify all Lodges of the upcoming competition locations and dates at least 45 days prior to competition. This notification shall also include a Contest Registration Form, which must be returned to the State Chairman no later than 21 days prior to the contest date.
- The host Lodge team shall not draw but will automatically be given the first competition time on the first day of the contest. The balance of the competition schedule shall be based on the distance each competing Lodge must travel to the host Lodge, beginning with the closest visitor.
- Not less than 15 days prior to the contest, the chairman will mail each team a contest schedule. The schedule will be constructed so as to minimize the incident of scheduling a competition time for a team that has not agreed to compete. No scheduled contest times will be changed for competing teams after the contest schedule has been published unless the change is approved by the coach of a team whose time will be changed and then approved by the contest chairman.
- Teams are discouraged from canceling after contest times are published; however, should a team be required to cancel, the coach is urged to notify the contest chairman of his team's cancellation as soon as possible.
- The Convention Hosting Lodge will also host the Ritual Contest.
- Host Lodge Requirement
 - a. Housing -

- Determine availability and selection including phone numbers, prices, addresses and distance to the Lodge. Include map of area.
 - Provide information on amenities (pool, restaurant, sauna, etc.)
 - Follow up to confirm/assist with housing.
 - Identify and confirm rooms for officials.
- b. Awards Banquet -
- Provide banquet style meal preceding the awards ceremony.
 - Number of meals, cost allowance and menu to be confirmed between the Lodge and contest chairman.
- c. Other Details -
- Arrange for adequate contest room.
 - Provide judges "breakout" room.
 - Provide adequate contestant dressing area.
 - Provide secure room for computer staff.
 - Provide host Lodge social schedule - if any (events, meals, music, special dress, ladies activities, etc.).

4.2 Eleven O'clock Contest:

- The Ritual Committee shall make all arrangements for an annual 11 o'clock Toast Contest to be held Friday afternoon during the winter session of the Association. All current Exalted Rulers from Lodges in good standing shall be notified of the contest and invited to participate. The winner shall be invited to offer the Toast at the annual memorial service of the Association.

4.3 State Finals

- The Ritual Committee shall arrange with the Host Lodge for the State Finals competition to be held on the Friday of the Annual session of the Association. The top four division winners (two from each division participate in the finals. The Ritual Committee shall annually review rules for conducting a state finals ritual contest.

4.4 Grand Lodge Contest

- The winner of the state finals ritual contest shall represent the state at the Grand Lodge contest. The ritual committee shall, within the approved budget, provide for transportation that may include mileage to and from the nearest gateway airport and the lowest priced air travel for seven ritualists and one coach from the state of Nevada to the Grand Lodge Ritual Contest. In addition to travel expenses, each of the eight persons herein identified may be given a daily per diem paid at a rate not to exceed the daily rate

paid to District Deputies by the grand lodge, for his period of required attendance, if authorized by the ritual committee; not to exceed the budget provided. Additional expenses are not the responsibility of the State Association.

5.0 Reference

- Grand Lodge Ritual Manual

6.0 Appendix

Appendix A – Presiding Chairman’s Responsibilities

Appendix B – Ritual Competition Arrangements

Appendix C – Official Rules for the 11 O’clock Toast Contest

Appendix D – Special Rules for the Flag Charge Contest

Appendix E – NSEA Budget Request Form

7.0 Glossary & Acronyms

NSEA – Nevada State Elks Association

DIVISION RITUAL CONTEST**Appendix A - Presiding Chairman's Responsibilities****General -**

Prior to the time of the Competition, the Chairman shall place the registration form of each team in the appropriate team envelope. It is advisable to have a committee and judges meeting one-half to one hour prior to the first team competing. This will allow the Chairman to determine all judges are present. This meeting will also allow any local ground rules to be discussed.

1. Determine the Lodge Room is properly arranged per the standard dimensions. If a modification is necessary due to the room dimensions or obstructions, notify all teams and the judges. Ascertain that the judges' tables are properly set up and are well located for visibility and audibility. Avoid placing judges in drafts either from windows, doors or air conditioning.
2. Be certain the chimes are working properly and are in a convenient location for ease of operation.
3. Check to be sure all judging material is in each of the team envelopes. There will be five (5) performance judging forms, two (2) word accuracy books with word accuracy work sheets and one (1) official score sheet in each of the envelopes. If a team has submitted a disability/handicapped notice, there should be five copies in the Chairman's hands or in the envelope.
4. Determine there is present a properly briefed Outer Guard to handle the door operation for the competing team. If a team wishes, they may furnish their own Outer Guard. Be sure you have acting Inner Guard present in the room that will notify the team to proceed into the room.
5. In order to keep the teams on schedule, have the spectators and judges seated in time to read the admonition concerning conduct and allow the team to enter the room at the scheduled time. Be sure the judges are ready before commencing.
6. Be sure no one other than the Coach or Exalted Ruler of the team puts anything on the podium or moves any chair.
7. Be prepared to greet the Exalted Ruler by name and proper Lodge name and number during the questioning prescribed in the manual. Make sure all judges are aware of any substitutions, which may be noted by the Exalted Ruler.
8. After telling the team they may proceed with the competition, take your seat where you can ring the chimes or give the signal for them to be rung. Remain alert so you can sound the chimes on proper cue. If any portions of the ritual are omitted the time for the chimes may arrive sooner than you anticipate. The chimes shall be rung at the cue indicated at the top of page 39 of the manual.
9. During the rendition of the ritual by the team, be sure to have a Ritualistic Manual at hand. The Chairman should be familiar with all contest rules with special note made of rules 12, 15, 16, 17, 19 and 21 on pages 2,3, and 4 of the manual.

10. If there is a violation of rule 12, i.e. prompting of a participant, note who the offending party is but allows the team to complete the competition before attempting to determine the nature of the violation. As soon as the team has finished, obtain the name, Lodge and position in the room of the offending party. A judgment will have to be made by the committee conducting the contest whether disqualification is appropriate.
11. When the competing team has finished and has reassembled at the alter, the Chairman shall dismiss them in the manner suggested on page 46 of the manual. At this time, announcements as to banquet times and/or notification of winners are appropriate.
12. Require each judge to hand his score sheet to the Chairman. Do not allow them to lay the sheet on their table and leave. Make a note of any remarks on the score sheets and convey them to the word accuracy judges. Resolve any major work accuracy discrepancies with both word judges prior to collecting the word accuracy sheets. The score sheets and word accuracy sheets shall be placed in the team envelope, along with the team registration sheet and forward them to the computers.
13. No committeeman or judge shall discuss any portion of the contest with anyone other than judges or committeemen and then only when out of earshot of all others.
14. After the final team has finished, the Chairman shall collect all Ritual Committee paraphernalia and return it to the boxes. This includes chimes, judge's cubicles, pencils, unused envelopes, score sheets and manuals. These materials shall be returned to the State Chairman as soon as practical unless other arrangements have been made. Be sure all team envelopes are collected from the computers when they have completed their work.

Appendix B – Ritual Competition Arrangements

1. The Host Lodge will select a chairperson
2. Make all arrangements for the facilities to be used for Ritual Competition.
3. Insure that all required materials are at the Ritual contest facilities, in place and ready for use.
4. The local Chairman in charge of Ritual contest is responsible for having good and early communications with the State Ritual Chairman to insure that a successful Ritual Contest will take place at the State Convention.
5. The areas to be addressed will be:
 - A. Drawings of Contest rooms to be used for Ritual contest requirements as early as possible. Include map to the location(s).
 - B. Two rooms for the first day’s contest (two divisions of eight or more teams participate). Rooms should conform to ritual requirements. These rooms will be used on Thursday’s contest and must be available the entire day.
 - C. A third (or separate) room is necessary for the final four teams to complete in and must be available on Thursday evening for the final four teams to practice. This room is needed Friday morning till noon. The calculators need a separate room, and the Judges should have an separate area to take breaks between competing teams. These rooms are needed till all calculations have been completed.
 - D. A Lodge Room setup for each contest room, to include stations; altar (with cloth), Bible, Antlers, American flag, and chairs for participants. A table for the contest chairman and two tables for the word judges.
 - E. Changing rooms (ready rooms) are necessary for each contest room. These rooms should include water, lemons, at least one table and chairs. Clothes racks or someway of hanging up a change of clothes are needed.
 - F. Bathroom facilities must be available to Ritual participants.
 - G. Signs: Quite Please Ritual Contest In Progress, Ritual Participants Only, Division 1 Ready Room, and Division 2 Ready Room. Any signs that logistics require to control and inform. Two posters may be needed to post scores in the first days contest area and host lodge.
 - H. An Inner Guard and a Tiler are needed for each contest room each day.
 - a. Inner Guard:
 1. The Inner Guard must be available one hour before the first team’s performance time.
 2. The Inner Guard may double as Tiler
 3. Will carry out the directions given by the contest chairman.
 4. The chairman will direct the Inner Guard to direct the competing team to enter when ready, inspect their stations, and assemble before the alter and await instructions from the chairman.
 5. The Inner Guard will go to the door and invite the competing team in by saying:
 “ _____ **Lodge No.** _____, **you may enter the room, inspect your stations, and assemble before the altar and await the instructions from**

the contest chairman.”

- b. Tiler: (The Tiler may double as the Inner Guard.)
 - 1. Responsible for checking all who want to witness the ritual teams performance. All must have a current membership card. **NONE may enter unless they have a current membership card!**
 - 2. Tilers will have control responsibilities out side of the contest rooms and will ensure that disturbances occur during the team performance.
 - 3. Make sure that any teams arriving, during anther teams performance, maintain quiet so as to not the performing team.
 - 4. It is the request that Tilers wear coat and tie during the contest.
 - 5. The Tiler will work with the performing teams Esquire and Inner Guard. The will open and close the door for the performing teams. Making sure that the performing team is afforded the best job and is not adversely affected by the door work.
 - a. Tilers should be at the practice session and practice with the performing teams.
 - b. The door must be opened 90 degrees or better to allow the Esquire, inner Guard, and Candidate to do what is necessary.
 - c. The Tiler should not shut the door until the Inner Guard has stepped into the doorway.
 - I. Workers are needed to control audience, interested observers and participants, and to monitor the needs in the Ready rooms.
6. The following is a sample Contest Checklist:
- A. Signs:
 - a. Poster at Henderson/Green Valley Lodge to post team scores.
 - b. “Quite Please”, “Ritual Contest In Progress”
 - c. “Ready Room”
 - B. Contest Rooms:
 - a. Blanton Division.
 - 1. Setup room on Wednesday to measurements on drawings.
 - 2. Table for Contest chairman and two Word judges.
 - 3. Convention chairs for performing officers and candidate.
 - 4. Arrange for ready room teams.
 - 5. Coat racks in ready room.
 - 6. Water and lemons in ready room.
 - 7. Warning sign at front door. “Quite, Ritual Contest in Progress”.
 - 8. Tiler for crowd control.
 - 9. Inner Guard to handle the door and inviting teams in.
 - 10. Judges rest area.
 - b. Olivieri Division.
 - 1. Setup room on Wednesday to measurements on drawings.
 - 2. Table for Contest chairman and two Word judges.
 - 3. Convention chairs for performing officers and candidate.
 - 4. Arrange for ready room teams.
 - 5. Coat racks in ready room.

6. Water and lemons in ready room.
 7. Warning sign at front door. "Quite, Ritual Contest in Progress".
 8. Tiler for crowd control.
 9. Inner Guard to handle the door and inviting teams in.
 10. Judges rest area.
- c. Finals at Boulder City Lodge Friday morning.
1. Thursday, setup room and check measurements on drawings for Thursday evening practices.
 2. Table for Contest chairman and two Word judges.
 3. Convention chairs for performing officers and candidate.
 4. Arrange for ready room teams.
 5. Coat racks in ready room.
 6. Water and lemons in ready room.
 7. Warning sign at front door. "Quite, Ritual Contest in Progress".
 8. Tiler for crowd control.
 9. Inner Guard to handle the door and inviting teams in.
 10. Judges rest area.
7. Calculators shall be provided a separate room, with a door, for their use.
8. An eight (8) foot table to be provided at the Awards Banquet for Ritual and NSEA Awards.

Appendix C - Official Rules for the 11 O'clock Toast Contest

- Contestants must be a Past Exalted Ruler.
- Contestant must provide a candidate of choice.
- Contestants and Candidates must position themselves in the same position as they do there ritual.
- The "TOAST" must be given as printed on the Official Judges form.
- The Contestant will be introduced by the chairman and be given an opportunity to compose themselves.
- When the contestant is ready, the chairman will ring the eleven chimes, and proudly **say "it is the hour of recollection"**.
- Dress will be Sport (or State) Jacket and Tie. Or Dress /Business Suit
- Judges will mark the contestant in the same manner as they do in the regular Ritual Contest.
- **Judges will grade the contestant on the basis of WORD ACURRACY (30%), PRONUNCIATION (10%), and IMPRESSIVENESS (60%).**
- Only the Official Judges form is to be used in the contest.
- The Judges shall be Grand Lodge Certified Judges.
- Contestants may remain in the room after competition but must be seated in the audience.
- Scores are to be computed immediately after the conclusion of all contestants.
- Scores and final results should be announced on the same day the contest took place in at the State dinner on Saturday at the Mid-Term Convention.

Exalted Ruler: You have heard the tolling of eleven strokes. This is to impress upon you that with us the hour of eleven has a tender significance. Wherever Elks may roam, whatever their lot in life may be, when this hour falls upon the dial of night, the great heart of Elkdom swells and throbs. It is the golden hour of recollection, the homecoming of those who wander, the mystic roll call of those who will come no more. Living or dead, Elks are never forgotten, never forsaken. Morning and noon may pass them by, the light of day sink heedlessly in the West, but ere the shadows of midnight shall fall, the chimes of memory will be pealing forth the friendly message, "To our absent members."

Appendix D – Special Rules for the Flag Charge Contest

- Contestants must be the elected Lodge Exalted Ruler.
- Contestant must provide a candidate and flag.
- The Flag Charge must be given as printed on the Official Judges form.
- Contestant will be introduced by Chairman, and given an opportunity to compose himself.
- When the contestant is ready, the chairman will give “three (3) raps of the gavel”. The contest starts when the contestant looks down at the flag. He will then go through the complete charge (following ritual guidelines), leave his station and present the flag to the candidate.
- Dress Code will be Sport (or State) Jacket & tie or Dress / Business Suit.
- Judging will be the same as the ritual contest, except that PRONOUNCIATION (10%), Word ACCURACY (30%), DEPARTMENT (10%), and IMPRESSIVENESS (50%).
- Judges will mark in the same manner as the ritual contest.
- Only official judge’s form is to be used.
- All Judges shall be Grand Lodge Certified Judges.
- Contestants may remain in the room after competition but must be seated in the audience.
- Scores are to be computed immediately after the conclusion of all contestants.
- Scores and final results should be announced on the same day the contest took place and at the State dinner on Saturday at the Mid-Term Convention.
- Computing will come from the flag Charge Computing Sheets.
- **Rap Rap Rap** (By Chairman)

Exalted Ruler: Please salute our flag.

As this emblem is first in our hearts as loyal Americans, so is it close to our hearts as loyal Elks. The gentle breezes with lingering caress kiss the folds of no flag which can compare with it in beauty. There is no such red in budding rose, in falling leaf or sparkling wine; no such white in April blossom, in crescent moon or mountain snow; no such blue in woman’s; eye, in ocean’s depth or heaven’s dome; and no such pageantry of clustering stars and streaming light in all the spectrum of the sea and sky. In the name of this great brotherhood, and on behalf of this lodge, I present you with this, our flag. Preserve it as a memento of this occasion, and may it ever stimulate you to the performance of your full duty in the preservation and defense of all it represents.

Appendix E – NSEA Budget Request Form

Nevada State Elks Association
Budget Request Form

_____ Committee
_____ State Chairman

Specific Program Goals for Fiscal Year _____ : Date: _____

- 1. _____
2. _____
3. _____

Will your Committee generate any funds? Yes _____ No _____ How Much? \$ _____

How will these funds be raised? _____

State Association Funds required to accomplish the goals:

Committee Operations: (Postage, Phone, Copies, etc.) \$ _____

Awards: (Plaques, pins, etc. – Please specify.)

1. _____ \$ _____

2. _____ \$ _____

Grants – Please specify District or State \$ _____

Other requests – Please specify:

_____ \$ _____

_____ \$ _____

Do you plan for any Capital Expenditures? Yes _____ No _____

Specify: _____ \$ _____

TOTAL REQUESTED \$ _____

Signature of State Chairman

Endorsement by Liaison Officer

Approval by President-Elect

Approval by Board of Trustees

(ATTACH ADDITIONAL INFORMATION AS NEEDED TO SUPPORT REQUESTS)