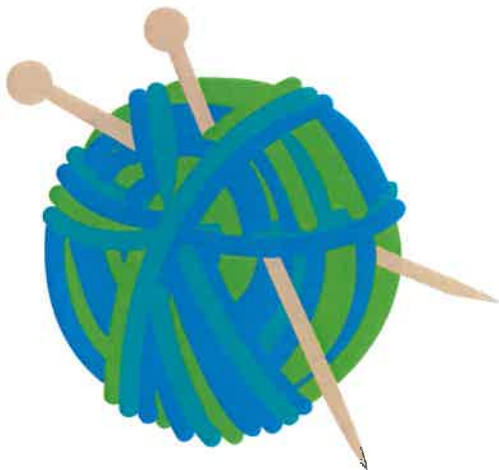




Irish Countrywomen's Association
Bantracht na Tuaithe

Handcraft Test Book



May 2023

BRANNRA

Handcraft Award Tests or Brannra are open to all members of ICA. They are non-competitive and are aimed at encouraging individuals to achieve a high standard of proficiency in whatever handcraft they enjoy.

There are three grades of proficiency:

GOOD - VERY GOOD - EXCELLENT

The fee for the first Handcraft Award Test is €20 which includes the handcraft badge and certificate for those who reach the required standard. For those who do not, the fee is non-returnable, but no fee will be charged on repeating the test. For second and subsequent tests the fee is €15.

Submitting Tests

- Handcraft Award Tests are carried out under the auspices of the Irish Countrywomen's Association and **must not be undertaken without their consent.**
- Tests will be judged at Handcraft week in An Grianán which usually takes place during the month of April.
- Tests will be judged in Central Office in the month of November.
- Entry form and fee must accompany the test and if the test is to be returned by post wrapping paper and postage should be included.

Judging of Tests

ICA has a panel of trained judges in all parts of the country to do the judging.

Queries and information should be sent to:

ICA Central Office, 58 Merrion Road, Ballsbridge, Dublin 4 with "Handcrafts" written on the outside of the envelope.

Preparing for the Test

- **Do all the work entirely unaided and no work done in a class.**
- **Study the syllabus for the test you wish to take.**
Please remember that this test is the gauge of your proficiency in your chosen craft so to achieve an excellent you need to pick designs or patterns that show off your expertise and skill
- **Be careful not to mix up specifications for different items.**
- **Pay attention to the finish of your work.**
- **Only submit new, clean work - present your crafts well.**
- **Fill in the Brannra Test Form correctly.**

Tips from the Judges

- Making and finishing of articles will be taken into account.
- In all Tests the amount of work submitted will be taken into account when it is assessed.
- Make sure you pick skilful pieces in order to achieve a high grading.
- Finish is crucial.

After The Test

- The judges decision is final.
- Awards are sent to Federation Craft Promoters for presentation at Federation meeting by the Federation President
- Take note of the judges remarks to help you improve your craft
- Tests can be retaken or individual items upgraded at no extra cost. Just submit them with your original assessment form
- **Remember that the overall grade depends on the lowest grade you get. Therefore upgrade that item and the whole test improves**

CROCHET: Cotton

Thread not coarser than No. 20 crochet cotton

1. A round or oval article, not less than 10" [25cms]
2. An article with crochet border, showing corners embodying the pattern. The border is to have at least 8 rows. A plain piece of Cotton / Linen may be used for the centre.
3. An article made of crochet motifs of minimum size 12" X 15" [30x38cms]
4. An article made of filet crochet of minimum size 12" X15"[30x38cms]

Points to note:

Thickness of thread, tension and blocking. Corners of border. Joining of motifs. Even filet crochet. Number of rows in the border. Piece of Cotton /Linen needs to be hemmed.

CROCHET: Irish

Irish Crochet should be worked in FINE white crochet cotton not coarse than No. 40, with a fine hook. Sewing threads may be used.

1. Table Centre or Runner completely worked in Irish Crochet, not less than 20" [50cms] diameter or 12"x25" [30x64cms]
2. Article of own choice. i.e. collar, table centre, cosy, etc. showing raised motifs on a picot background with traditional edging.
3. A sampler of motifs, including flowers, leaves, grapes etc. Creatively displayed.

Points to note:

High standard needed. Even tension. Good picots. Good joining of motifs. Variety of motifs. Clones Lace acceptable.

CROCHET: Wool

4. A jumper, cardigan or top for an adult with sleeves.
5. A cot quilt, stole or shawl.
6. An article of your own choice in Hairpin, Tunisian or Broomstick crochet.

"Wool" for this test includes synthetic yarns.
One of the articles must be in fine wool or yarn.

Points to note:

Good design. Even tension.

DOLLS

1. Rag Doll, minimum height 14" [35cms] and must include:
 - (a) embroidered features and
 - (b) detachable clothes
2. A Jointed Doll to include
 - (a) moulded face (can be needle moulded or over a mould) and
 - (b) detachable clothes, at least four garments. Button or disc joints accepted.
3. Doll of your own choice.

Machine stitching on bodies and clothes is acceptable.

Points to note:

Suitability of materials for body. Wiring and/or discs. Features and moulding of faces. Attachment of hair. Suitability and finish of clothes including fastenings.

NONE of the following will be accepted: Bought Faces, Kits, Knitted or Crochet Bodies

DRESSMAKING

1. A blouse or dress with set-in sleeves and a collar
2. A skirt or pants.
3. A portfolio showing the following:-
 - Three types of seams
 - Two Zip fastenings - an invisible and a regular zip opening
 - Setting gathers in a band - both box pleats and knife pleats
 - Machine buttonholes
 - Bound buttonholes, at least 3 of equal size

One of the above items to be lined.

Points to note:

Suitability of materials, design, finish, buttonholes, pressing, suitable zip. All seams should be neatly finished.

EMBROIDERY: Coloured

1. A sampler or hanging, minimum size 10" x 15" [25x38cms] planned to show at least 10 stitches, using a variety of types of thread / wool.
2. An article with embroidered design for use in the home e.g. cosy, cushion, curtain or wall hanging using tweed, wool, furnishing fabric or any other type of firm fabric as the foundation for good embroidery design.

Jacobean or Crewel embroidery may be submitted in this section.

- 3 An article of own choice in Shadow, Celtic, or Redwork Embroidery, minimum size 16" x 16" [40x40 cms]

Articles may be hand finished or suitably framed. At least one item **must** be hand finished with the back visible.

Points to note:

Stranded cottons may be used on the woollen article, Good design. Invisible start and finish. Good choice of colour. Neatness of back of work.

EMBROIDERY: Mountmellick

Use COTTON JEAN and cotton threads

1. Article with a knitted fringe at least 16" x 16" [40x40cms] excluding fringe.
2. Article with buttonhole stitch fringe at least 9" x 9" [22x22cms] excluding fringe
3. Article of your choice with your own design, ,equivalent in size to 12" x 12" [30x30cms] minimum.

You must show the following stitches: Mountmellick, thorn, snail's trail, padded satin, cable plait, French knots, bullion, and varieties of chain stitch, varieties of buttonhole stitch and other filling stitches.

Points to note:

Use correct material and threads, Variety of stitches. Neat starting and finishing of thread. Neat joining and attaching of knitted fringe. Material well covered with embroidery.

EMBROIDERY: Self-coloured

1. A sampler at least 12" x 15" [30x38cms] showing:
 - (a) Buttonholed scalloping.
 - (b) A spray of leaves and flowers showing padded satin stitch.
 - (c) A monogram or initials.
2. Any three articles of the following at least 12" x 18" [30x45cms]
 - (a) Richelieu or Renaissance Work
 - (b) Broderie Anglais
 - (c) Pulled Fabric work
 - (d) Hardanger work using even weave linen or 22count Hardanger fabric
 - (e) Drawn thread Embroidery
 - (f) Sprigging
 - (g) Candlewick Embroidery
 - (h) Shadow Embroidery

Articles must have hand-finished edges.

Points to note:

Cut work has no bars over the gaps and Renaissance work has just bars with no picots, Richelieu work has bars and picots. Must be evenly stitched work with suitable materials and threads. Stitching should be well padded where necessary. Stitched edges and bars should be cleanly cut.

EMBROIDERY OVER COUNTED THREAD TO INCLUDE GINGHAM

- Assisi Embroidery
- Blackwork
- Florentine Work
- Cross Stitch (AIDA Cloth accepted)
- Gingham Embroidery

A piece of each of the above, approx. A4 size, suitably mounted in an A3 portfolio. Each piece to be accompanied by a short history of the embroidery.

Points to note:

Suitability of material, stitches and workmanship.

EMBROIDERY:

3D

- Stumpwork - to show wiring, padding and needle weaving
- Ribbon Embroidery
- Encrusted Calico Work - Calico Garden
- Elizabethan Embroidery
- Beaded Embroidery
- Brazilian Embroidery
- Goldwork - to show padding, showing at least three different techniques

Three items to be submitted. One should be in either Stumpwork, Brazilian or Goldwork plus any two others from the above list

A brief history of your chosen disciplines should accompany each piece. The minimum design area should be 4"x4" [10x10cms] These items may be suitably framed.

Points to note:

Good quality workmanship.

GLOVES

1. A pair of lined gloves
2. A pair of sheepskin gloves

Points to Note

Good leather or sheepskin. Even stitching, straight fingers. Good fitting lining.

HANDSEWING

1. An adult 's blouse or child's dress with inset sleeves
2. An A4 portfolio showing the following :-
 - (a) Run and fell seams
 - (b) French seams
 - (c) Tucks
 - (d) Setting gathers into a band
 - (e) Faggoting
 - (f) Hand worked edges
 - (g) Tacking
 - (h) Hemming
 - (i) Slip stitches
 - (j) Back stitches
 - (k) 3 flat buttons with buttonholes to match

Points to note:

Sample a-j should be at least 6" [15cms] long. Small even stitching. No raw edges. Good hand worked buttonholes. Suitable materials.

HEDGEROW BASKETRY

Three Baskets:

1. A shopping basket with a handle on at least a 9" base
2. A basket on an oval base
3. A basket of your own choice

A variety of materials are to be used and named

Points to note:

Bases should be evenly constructed. Handles should be strong and well attached. Ends should be evenly clipped.

KNITTING BY HAND

1. A jumper or cardigan with sleeves for an adult.
2. A garment for a child or for an adult.
3. A pair of adult socks showing double heel and grafted toe or a pair of adult gloves knitted on four needles / circular needles.

One of the articles in 1 & 2 must be in plain knitting using non textured 4 ply or fine DK, in a self-coloured yarn, with no fancy stitch panels or Fairisle. The other article must show fancy stitches. Cotton or synthetic yarns may be used.

Fancy Yarns i.e. Mohair, Boucle etc. are not acceptable.

Points to note:

Gloves well joined fingers and thumbs.

KNITTING BY MACHINE

1. Child's V-neck raglan jumper, showing some Fairisle pattern.
2. Lady's lumber jacket or cardigan with sleeves and pockets.
3. Pair of men's socks showing grafting of toe and heel.
4. A sampler showing slip stitch, tuck stitch and lace stitch minimum size 12" x 15" [30x38cms]

Buttonholes must be hand finished.

Points to note:

Good tension. Pay heed to neck and button bands. Buttonholes should be worked. Good seaming. Grafting of toes only in machine knitting. Good V-neck.

LACE: Bobbin

One article should be in Torchon, and one in either Bedfordshire or Bucks Point and each should show a variety of filling stitches Thread should not be thicker than 100 Crochet Cotton, preferably finer, such as Maderia Cotona No. 30. The third item can be a piece of European Lace such as Idrija or Russian Lace

1. An edging or insertion strips of lace, un-mounted, not less than a half metre in length, 2" in width.
2. An article entirely of lace, round or square, un-mounted, so that joining and finishing must be completed to a high standard.
3. An article of your own choice

Points to note:

Tension is all important. Firm footside and fan type headside. Mixed laces are acceptable. Use suitable thread.

LACE: Borris Needlepoint Tape

Thread not coarser than No.30.

1. A sampler showing the following:
 - (a) At least 12 filling stitches
 - (b) At least 2 examples of Picot Bars

This could be made up of individual pieces mounted.

2. An article completely worked in Borris Lace minimum size 10" x 10"
3. A smaller item of your own choice eg Collar, an insert in a traycloth / Blouse / bag, motif /picture etc

Points to note:-

- Firm even tension

LACE: Carrickmacross

1. An article showing the use of "Guipure" work i.e. buttonholed bars and veining, minimum size 10" x 10" [25x25cms]
2. A different article showing the use of filling stitches. Minimum size 10" x 10" [25x25cms]
3. A sampler showing a minimum of 6 filling stitches and four different centres of flowers.

One of the above may show some 3D work

Points to note:

Good design. Fine hexagonal net. [nylon or cotton] Even loop edging. Pops. Good flower centres and filling stitches. Close together buttonholing on bars. Shaping of thorns. Clean cutting of organdie.

LACE: Limerick

1. An article in hand-made Limerick Lace, at least 6" x 6" [15x15cms] showing the use of heavy and light darning.
2. A different article showing solid borders and at least 4 casquet fillings, minimum size 8" x 8" [20x20cms]
3. A sampler to show a minimum of 8 filling stitches.

Points to note:

Darning should be evenly done. Fillings should show good variety. Edgings should be firm and evenly cut, showing solid borders where necessary.

Tambour Lace is not yet required for a test.

LACE: Tatting

1. An article completely in tatting, minimum size for a collar 4"[10cms] deep or for a mat 10" [25cms] square.
2. An article at least 12" x 12" [30x30cms] trimmed with tatting, showing corners. Minimum width of border 1.5" [4cms]
3. A sampler showing stitches and a variety of medallions and motifs.

The cloth used in article 2 should be hand hemmed..

Points to note:

Suitable threads for article. Firm even loops. Clear joining of medallions. Should feel firm.

LACE: Youghal Needlepoint

Thread not coarser than No.30 sewing thread.

1. A sampler showing:
 - (a) At least 8 filling stitches
 - (b) 5 examples of Guipure work
 - (c) Raleigh bars
2. An article of own choice using filling stitches and Raleigh bars at least 6" x 6". [15x15cms]
3. An article in Youghal cut point e.g. tray cloth, table centre, adult collar or handkerchief 9" x 9" [23x23cms] etc. The piece is to be trimmed with the Youghal flower border.

Points to note:

Close even tension of stitches. Even spacing of shell stitch. Neat and tidy start and finish of threads. A flat fluff free finish.

LEATHERWORK

1. A fully lined handbag with a gusset having one or two handles and a catch and at least one pocket.
2. A wallet for a lady or a gentleman.
3. A purse with two compartments and fitted with press studs.

One of the above should show a zip insertion.

Leather only to be used i.e. chrome or vegetable tanned, morocco or suede. At least one of the above should be of tooling calf or hide and should bear a tooled or modelled design and should be thonged.

Points to note:

Suitable leather to be used for each article. Lining should be smoothly attached. Zips and fasteners properly inserted. Even thonging and dying. Use suitable types of fasteners.

LUMRA WORK

1. Floor mat at least 18" x 40" [45x 100 cms]
2. Two of the following
 - (a) Smaller mat
 - (b) Car cushion
 - (c) Cosy
 - (d) Bag

Two of the articles should have a pattern. Mats should be unlined and finished with stitched edge in matching wool.

No dyed wool acceptable.

Points to note:

Wool should be evenly wound. Work should have no lumps back or front. Change of colour should be worked in. Edge should be stitched in matching wool. Bags, cosies etc. should be lined in wool or calico.

MACRAME

1. Handbag, shopping bag or work bag at least 12" x 12" [30x30 cms]
2. Two articles from the following:
 - (a) Two place mats
 - (b) Cushion cover or Chair back
 - (c) Lampshade
 - (d) Wall Hanging 15" x 18" [38x46 cms]minimum
 - (e) An Item in Micro macrame

All articles should show a wide variety of knots.

Points to note:

Good firm tension. Variety of knots. Attention to joinings. Handbag/shopping bag/work bag may be lined

PATCHWORK: Handsewn

1. Article completely made in Patchwork - both sides using method of own choice.
2. A different article made in Patchwork, one side should show 3 different templates.
3. An article in appliqué.

Shadow, Stained Glass, Hawaiian, Japanese Flowers, Mola and reverse appliqué are accepted in item 3.

All articles must be a minimum of 16" x 16"[40x40cms] or the equivalent and can include the following: Bed or cot quilt, cushion, workbag, cosy, 4 place mats, apron, waistcoat, wall hanging etc. A tea cosy should measure at least 18"[46 cms] around the base.

Making up and finishing may be done by machine.

Points to note:

Colour and design. Small invisible stitching, especially on appliquéd article. Buttonhole stitch is acceptable on applique work. Making up and finishing. Zig-zag or bound finish on the inside.

PATCHWORK: Machined

1. One single bed or larger quilt, pieced using traditional blocks. Long arm quilting is acceptable.
2. Curved piecing. Cushion or similar article using curved technique. To be pieced by machine - no appliqué.
3. Appliqué. Wall hanging at least 20" x 20" [50x50cms] showing a good amount of machine appliqué. Raw edge appliqué or buttonhole are accepted.

Longarm Quilting accepted on item 1 only.

Points to note:

Choice of materials. Colour and design. Joining, corners and finish. The same article in quilted patchwork cannot be submitted for both Quilting and Patchwork tests.

HAND QUILTING: Traditional

1. An article in Italian quilting, minimum size 16" x 16" [40x40cms] using **running or back stitch** in a self-coloured thread

Tramlines - well padded with no puckering
2. An article in English or Irish quilting, minimum size 16" x 16" [40x40cms] using self coloured thread.
3. An article of your own choice- minimum size 16" x 16" [40x40cms] in Trapunto, Boutis or Sashiko.

Running stitch, backstitch and chain stitch are all acceptable for English quilting. All designs must be put on plain fabric.

Trapunto Quilting - 2 strands of embroidery thread or a hand quilting thread to be used. Printed panels/pictures are not accepted.

No contour quilting.

Making up and finishing can be done by machine.

Points to note:

Even stitching, Suitable materials. Well padded Italian quilting. No puckering.

RUSHWORK

1. Shopping basket.
2. An article of own choice, minimum 6" [15cms] high, showing pattern weaving with a round or oval base.
3. An article in plaited rush minimum size 10" [25cms]

Only fresh rushes can be used.

Points to note:

Good close even weaving. Neat finishing, strong handles, close plaiting, fresh rushes.

SLIPPERS

1. A pair of Moccasins or Pampooties, in leather.
2. Pair of slippers in firm material with attached soles.
3. Pair of slippers of own choice with attached soles.

Knitting or Crochet accepted in item 3. Different methods of attaching soles accepted.

Points to note:

Suitability of material is very important. Soles should be firm and not too heavy. Plenty of toe room. No bulky or hard seams.

SMOCKING

1. Garment with smocking insert in yoke.
2. An article in smocking of own choice.
3. A sampler with finished edges material 36" [90cms] wide (before gathering) smocked and at least 8" [20cms] deep showing variety of stitches.

One item to show the use of smocking dots, otherwise pleater may be used.

Picture smocking can be included on sampler.

Gingham accepted.

Canadian, American or Counterchange smocking are acceptable for item 2

Points to note:

Good smocking depends on even gathering and on colour and variety of stitches. The way it is attached to a yoke or band with an enclosed seam. Making up and finishing.

SOFT TOYS

- 1.
2. A standing toy. This toy must be wired and have four legs. The legs must measure minimum 4" [10cms].
3. A Teddy bear with jointed arms, legs and head.
4. A toy of your own choice, can be knitted or crocheted.

If glass eyes are used only safety eyes will be accepted. Care should be taken when padding joints and wires.

Points to note:

Plastic or Wooden discs accepted. Wiring and discs should all be very well padded with no hard edging to be felt. Discs not too large. Stuffing should be even and not too hard. All seams should be firmly stitched. Features should be stitched or if bought, should be firmly inserted. No plastic whiskers. Legs should not be too short.

SPINNING

1. Wool for knitting.

Two samples of spinning suitable for hand knitting of contrasting weight and texture. Each hank of 15oz. or 45 gm washed.

2. Wool for weaving.

Spin two hanks of different weight and texture. State type of wool and purpose of resulting cloth. Each hank of 2oz or 60gm.

Points to note:

Hand knitting wool should be spun correctly. Weaving wool should also be well spun and suitable for the purpose. All wool should be cleanly washed. Do not over spin the wool.

STITCHED WOOLWORK

1. Floor mat at least 18" x 40" [45x100]
2. Sampler showing a minimum of 10 different stitches
3. One of the following:-
 - (a) Cushion
 - (b) Set of four place mats
 - (c) Shoulder bag suitably lined
 - (d) A rya type mat or cushion
 - (e) Stool top
 - (f) Wall hanging or picture

Rugs must be unlined and the edges should be finished with a binding stitch. All work must be done on canvas, showing a variety of stitches. Names of stitches to be specified (woven stitches). No framed pictures or kits. Recommended stitches for rug, surrey, soumak, rice, long legged cross etc

Points to note:

Good design. Well covered canvas. Even stitching, well covered edges. Clean joining of threads especially different colours.

USEFUL INFORMATION

Some sources of information to help when preparing for a Handcraft Award Test:

Books and Leaflets from:

- Book shops
- Library
- Internet (Google, Youtube etc)

Other Ideas:

- Courses at An Grianán, ICA courses at Guild or Federation level, Adult Education

Centres:

- Demonstrations
- Videos

Specific publications have not been recommended as new books are regularly published and others go out of print.

DEMONSTRATOR TEST

You may enter for a test if you have achieved a Handcraft Award at excellent level and would like to share your expertise and knowledge of a craft with others.

You should continue to further your knowledge and keep up to date with modern approaches to your craft. This can be done by attending specialist meetings, Handcraft week in An Grianán, craft demonstrations and exhibitions.

All members of ICA are eligible.

ICA judges are used at the test.

The test fee is €30.

Successful candidates are awarded a Demonstrator's Certificate.

Procedure for doing the test:

Demonstrator tests can be taken at An Grianán during Handcraft Week or it may be possible to arrange your own county. Tests are arranged in consultation with the Handcraft Committee.

Let the Craft Promoter in your county know that you wish to enter for a Demonstrator's Test, giving details of the Handcraft Award you hold and the craft you propose to demonstrate.

If possible watch someone else doing a test before you do it yourself.

Requirements for the test:

1. **Display of your chosen craft.** This should include the items from your Brannra Test and at least 2-3 additional items All the articles in the display must be your own work and look fresh and well presented.
2. **Visual Aids.** These should include charts and samples of work at various Stages, list of tools, materials etc and resources eg books, leaflets or recommended book lists etc
Charts should be clear, written in large print, so they can be seen from a distance.
3. **A demonstration of your craft,** This lasts for 30 minutes only - you should practise beforehand to get the timing right as no extra time is allowed
You must be prepared to show the various stages of work in your craft.
Pieces for Demonstration should be enlarged and stitches in contrasting colour. You must bring all the necessary tools and materials to the test.

To gain a Demonstrator's Certificate you **MUST** pass both parts of the test

When taking this test you must produce the Brannra Award assessment form for the craft involved. If you do not have it contact ICA Central Office with the words "Handcraft" marked on the envelope.

You must be willing to demonstrate to Guilds and Craft Schools if you become a demonstrator.

QUALIFICATIONS FOR A TEACHER'S TEST

- You must have an excellent grade in **5** Award tests in a wide choice of crafts.
- You must hold an excellent grade in **2** demonstrator's tests in varied crafts.
- The ICA Handcraft Committee has final choice of craft to be used in your test.
- A set of six lessons is to be submitted.
- The committee will give every assistance with queries.

QUALIFICATIONS TO BE A JUDGE.

- Craft Judges Tests are taken by invitation of the ICA.
- They consider candidates who have a wide range of Handcraft Awards and Demonstrator Tests and good judging qualities.
- There are Senior and Junior judges and judging is done in pairs.
- Requests for judges must be sent to ICA Central Office marked "Handcraft" and they will be appointed at the discretion of the committee.

PAYING FOR TEACHERS, JUDGES AND DEMONSTRATORS

A teacher giving classes or teaching at Federation or Guild Craft Days should be paid - this payment is based on €30 per hour plus travel expenses.

Kits/ materials used in the class must be paid for by the course participants.

Judges and Demonstrators should be paid in line with teacher's fees plus their travel, meals, and overnight accommodation when necessary.

FEDERATION CRAFT PROMOTER

A Handcraft Promoter is appointed by each Federation. She should try and attend Handcraft Week, preferably in her first year.

She should have a working knowledge of a number of crafts.

The role of the Handcraft Promoter in the Federation is:

- To interest members in learning crafts and producing work of a high standard.
- To encourage Guilds to appoint Handcraft Promoters and to brief them annually.
- Visit Guilds whenever possible.
- To co-operate with the Guild Promoters in organising courses, demonstrations, tests, etc. for members.
- To keep an up to date list of Handcraft Teachers, Demonstrators and other qualified persons.
- To be acquainted with the educational facilities in the county which could be of use to members.
- To report at Federation meetings.
- To keep in touch with ICA Central Office who will give her all the help they can.
- To organise one-day craft schools.
- To organise Handcraft Awards and Demonstrator Certificate tests.
- To pass on relevant information to her successor.

THE GUILD HANDCRAFT PROMOTER

Each Guild is urged to appoint a Craft Promoter whose role is to encourage the making and teaching of crafts in the Guild and to co-operate with the Federation Craft promoter in her county programme.

The Guild Craft Promoter can achieve this by:

- Organising work nights or Craft Groups in the Guild. Demonstrations can be held from time to time.
- Encouraging members to enter for Handcraft Awards and Demonstrators tests.
- Keeping a record of all award holders in the Guild
- Encourage members to attend Craft courses at An Grianán and at one day Craft Schools. In a large Guild she may be able to organise a Craft School for her own and neighbouring Guilds in conjunction with the Federation Craft Promoter.
- Informing members of exhibitions, competitions etc. and encouraging them to enter.
- On completing her term of office she notifies the Federation Promoter and passes on all relevant information to her successor.

ORGANISING A ONE DAY CRAFT DAY

Information for Federation Craft Promoters:

- The number of members per teacher is not to exceed ten.
- Teachers are paid €30 per hour plus travel expenses, and the cost of her packs. Teachers who have been asked to supply packs should be reimbursed for the number of packs she was asked to provide.

Organisation:

- An efficient person or small committee should be in charge of arrangements
- The Federation Craft Promoter organises the Craft Day with a local Guild, helping to choose a venue and a date about two months ahead.
- The organising committee then selects the crafts for the school in co-operation with the Guild and helps arrange teachers and demonstrators
- They inform local Guilds about the school and the number of places available and the times
- To undertake press and local publicity
- They decide on a charge per member taking part in the school in consultation with the local Guild, taking into consideration the cost of the hall, teachers, travel, refreshments etc
- They take bookings and inform the teachers of numbers in class, space available for displays/exhibition etc as soon as possible

On the day:

- The committee and the Guild organise the seating, tables, lighting, exhibitions space, cloakrooms, preparation of hall, tidying up etc.
- To provide and arrange refreshments at an agreed price, this to be included in the over all charge

See below the details of the local Guild responsibilities.

Duties of Teachers and Demonstrators:

- To provide or arrange for the provision of materials and equipment needed. (Most teachers like to provide these but some may find it more convenient for the school organiser to supply in quantity)
- To provide or arrange for the provision of suitable exhibits, visual aids and specimens of finished work.

Duties of the Local Guild:-

- To nominate an efficient member to be in charge of arrangements and a working party of volunteers to help on the day
- To book a suitable venue ie. A parish hall, school hall or a large house with adequate space for a number of craft workers, good lighting and heating, the latter depending on the weather, table and chairs, cloakroom accommodation and facilities for providing refreshments.
- The amount of space available determines the number of craft-workers that can be accommodated and this number should be assessed immediately the school is proposed. If the school is in one large hall, working groups should be kept as far apart as possible. If it is a large house, groups are in different rooms which are sign posted
- **Tables:** Each teacher needs a table or equivalent for her 8 to 10 craft workers. Some crafts need more space. Other tables are needed for collecting fees, holding craft materials and equipment being bought by the craft workers on arrival, leaflets, any exhibition which may be held.
- **Refreshments:** The Guild is in charge of refreshments and is responsible for providing everything needed, preparation, and washing up etc. Refreshments usually consist of tea or coffee on arrival and to accompany packed lunches. Teachers should be provided with lunch. Cost of refreshments should be included in the overall charge
- **Publicity:** The Guild is responsible for local and press publicity when this is required. Local publicity will include publicising the school among members, the majority of whom will be drawn from the local Guild and other Guilds nearby.

GROUP JUDGING OF HANDCRAFTS IN COUNTIES

Request for judging must come through ICA Central Office.

Judging of Handcraft Tests and Demonstrators Tests in a county can be arranged if there are at least 15 entries. If it is anticipated there are more than this, additional judges will be required.

This should be organised by the Craft Promoter in conjunction with the Federation Officers. She will be responsible for arranging the time and place for the tests.

The date will be fixed at least three months in advance so that members may have ample time to have their work completed and also to enable Judges to arrange their programme.

It is the responsibility of the Federation Craft Promoter, in conjunction with her Federation to see that these days are self-financing.

The Craft Promoter hires the venue and arranges for judges. If the judges have to stay overnight hospitality is usually provided by local members.

All the judges' expenses for travel, meals etc. must be paid.

In organising a group Handcraft Test in her county, the Craft Promoter should run it as a county effort so that members from all the Guilds know about it and can enter their work. If she thinks there will not be sufficient entries she can contact Craft Promoters in neighbouring counties so that members of border Guilds could have their work judged that day. If distances are great, or for other reasons it is not convenient for members to get to the tests, one member from the Guild can bring the work of the rest of the Guild for judging, but the Craft Promoter should be told how many entries to expect.

At The Test:

One member should be responsible for taking the names, home addresses and fees of the entrants and the list of test in which they wish to be judged and checks the entry forms. This is for the judges and saves time when the actual judging takes place.

FEES

- Each member pays a fee towards the expenses of the day in addition to the test fee.
- If time allows it is sometimes possible for the judges to talk about crafts and answer questions.
- Some counties provide tea at a small cost for members attending tests and this is appreciated by those coming from a distance. This should be organised by the local Guild and depends on facilities available in the hall.

Correspondence should be addressed to:

ICA Central Office, 58 Merrion Road, Ballsbridge, Dublin 4. Please mark all correspondence "Handcraft" on the front of the envelope.

Hobby Section For Beginners - The Breda McDonald Trophy

- Pressed Flower Picture
- Decoupage - flat [includes serviette art / deco patch]
- Knitting (small items minimum size 6 inches/15 cm)
- Glass Etching
- Glass Painting
- Needle Felting
- Pin Flair
- 3D Decoupage
- Button Art
- Cane Edge Tray
- Ribbon Work (not Ribbon Embroidery)
- Wool Crochet (Pin Cushion, Pot Holder, Toilet Roll Cover)
- Cross Stitch (Bookmark, Card or other small item)
- Quilling
- Plastic Canvas (Small Item)
- Parchment

It is not open to Handcraft Teachers

(Items to be at Central Office prior to closing date, this date will be confirmed annually).

Please note that items submitted must not exceed A4 size i.e. 30cm x 21cm.

Points to be judged

1. Shape
2. Design

Points 1 - 10 awarded for each item submitted. (Each to be a different craft).
Trophy awarded to person gaining most points in this section.

Notes