

# Adjudicator Briefing

## GENERAL INFORMATION

### Adjudicator Report Form:

- You will receive a Report Form providing the necessary information. **The District Festival will be your point of contact from this point forward.** They will provide you with a program, accommodation information, and time and place of the briefing.

### Travel, Local Accommodation, Expenses:

- The District Festival will confirm your arrival/departure dates, flight arrangements (if required), arrange your accommodation, and meals or provide a cash diem.
- Review your contract for details on reimbursable expenses and the Code of Conduct.
- Submit an invoice <http://smfa.ca/adjudicators/>, (with receipts) to the District Festival for payment at the conclusion of your assignment.

### Adjudicating:

- Be prepared: arrive on time, stay on schedule, and review the program and any unfamiliar repertoire in advance.
- A *verbal* and *written* adjudication is given at the conclusion of each class. Print legibly, with comments that are positive and constructive. Be honest but NEVER destroy confidence. Create a relaxed and encouraging atmosphere with your opening comments. Speak so you are heard and refrain from making inappropriate comments. Your adjudication is also for the benefit of everyone in the audience. Ask for a microphone if your voice does not carry. Keep in mind that the spotlight must ALWAYS be on the performer and NOT on the adjudicator. If you have extra time due to a generous schedule or cancellations, do make use of the time you are given.
- NEVER:** criticize a teacher in front of his or her students; adjudicate an accompanist (unless of course, that is part of the class you are judging); act superior.
- Be appreciative of your adjudicator secretary. **Be sure that at some point near the end of the festival you thank everyone involved, including sponsors/donors.**

### Marking:

- Familiarize yourself with the marking standard.
- While numerical marks *may* be used for all competitors in order to choose the winner, only those of winner and runner-up of each class may be announced. Other performers are given a letter rating on the adjudication sheets and public postings.
- Check with the District Festival as to their preferred range of marks. Typically, marks between 80-90 are used unless the performance is outstanding.
- Avoid first place ties.*

### Special Classes, Substitutions:

- When a student has entered the wrong class, or is performing an unauthorized selection, these selections will be for adjudication only and will not be eligible for any scholarships.
- Keep the current Syllabus with you to provide you with class requirements, regulations, etc.
- At times, the committee may create a new or special class. The secretary will advise you whether they will be for adjudication only.

## **SOME IMPORTANT REGULATIONS – for a complete listing, see <http://smfa.ca/syllabus-regulations/>**

### **Memory**

- Memory work is encouraged but not mandatory at the District level.

### **Accompaniment**

- The piano is used for accompaniment except where other options are stated. Acoustic guitar or organ is acceptable in appropriate classes. Professionally recorded accompaniment tracks may be used only in School Music Classes.
- Accompaniment is not required for participation.

### **Miscellaneous**

- Any person may enter a festival “for adjudication only”.
- A change of selection from the printed program is not allowed unless authorized by the committee.
- The use of **unauthorized photocopied copyright music** by **competitors** or **accompanists** is **unacceptable**. Please notify the committee if this situation arises.

## **SCHOLARSHIPS AND DISTRICT WINNERS/RECOMMENDATIONS TO PROVINCIALS AND NATIONALS**

### **Scholarships and Awards**

- All awards, including scholarships, trophies, prizes, etc., and the naming of District Winners and National candidates, are the **responsibility** of the **adjudicator**. Do not let the festival committee influence your decisions.

### **Provincial Finals and National Competitions**

- Provincial Class/District winners are eligible to compete for scholarships and awards at the Provincial Finals by attaining a mark of **87 or higher** and recommendation (competitors must also have entered and competed in at least two solo classes in the same discipline. Instrumentalists must have competed in two solo classes on the same instrument.).
- District Winner Recommendation Charts, outlining Provincial and National classes are provided. The naming of alternates is encouraged in the case that the District/National winner is unable to attend.
- Students wishing to compete in the National Music Festival must first enter a District Festival in the appropriate National Class.
- A mark of **88 or higher** and a written recommendation is required to advance from the District National Class to the Provincial Level of National Competition.