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## THE CARE AND FEEDING OF YOUR ADJUDICATOR

### What you can expect from your adjudicator

- A solid musical knowledge base and encouraging approach toward participants
- Knowledge of SMFA Regulations and the marking system used; understanding of the SMFA philosophy of competitive music festivals
- Attendance at a briefing session prior to the festival to discuss expectations, receive scholarship information and other pertinent information
- Concise and instructive analysis of performances, consistency in marking, decisive attitude and ability to back up decisions with reasoning
- Punctuality with the ability to stay on schedule, where scheduling has been reasonable
- Professionalism at all times; abiding by the Adjudicator Code of Conduct

### What the Adjudicator can expect from you

- A "Welcome Letter" as soon as you receive contact information for your adjudicators. This would be the time to ask if your adjudicators have any allergies or special needs.
- A draft copy of the program at least 4 weeks before your festival begins, to allow for some leeway in rearranging overloaded schedules and incorrect class placements of competitors.
- Reasonable scheduling - review the formula suggested by provincial office in the documents "Arranging Your Program & Hints on Timing". Schedule a break after five sessions (for a 2-day assignment, you are allowed to schedule six consecutive sessions). **Do not overcrowd sessions and remember to allow time for a scholarship meeting.**
- Suitable accommodation – quiet, clean, comfortable (check it out personally). Communicate with adjudicators regarding arrival/departure times and offer accommodation for the night before an early start or where travel distance is a factor. Also, book accommodation for the final night, if warranted, depending on end time or travel distance.
- **Cash per diem** for meals, suggested minimum is **\$40/day**.
- Familiarity with SMFA Regulations and professionalism on the part of your committee. Avoid discussion about teachers and students. If a competitor is recommended to Provincials from an earlier festival, the adjudicator should only be informed during the scholarship meeting, not before. **The adjudicator's decision is final; never ask for a mark to be changed or to reverse a decision.**
- A quiet place for the adjudicators to have some private time during breaks in the sessions.
- A scholarship meeting run according to District Scholarship Regulations. **Members of local festival committees, whose family members or students are eligible for scholarships, must not attend the final scholarship meeting of the adjudicator and scholarship committee.** A scholarship committee will not lead or coerce the adjudicator regarding scholarship decisions.
- In the event your festival sessions run seriously overtime, your committee will offer to reimburse adjudicators for service beyond the normal session expectation.