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"THE CARE AND FEEDING OF YOUR ADJUDICATOR"

What you can expect from your Adjudicator:

- Encouragement to participants.
- A solid musical knowledge base from which to operate.
- An understanding of the SMFA philosophy of competitive music festivals and the marking system we use.
- Knowledge and familiarity with General Regulations found on the SMFA website.
- Attendance at a briefing session prior to the festival to highlight scholarship and rules pertinent to your local festival.
- A brief but detailed and instructive analysis of performances.
- Decisive attitude and ability to back up decisions with reasoning.
- Consistency in marking (use numerical marks above 85% for administrative purposes; record all marks for Provincial Office).
- Ability to stay on schedule (if the scheduling has been done realistically by your committee).
- Professionalism at all times while working for your festival.

What the Adjudicator can expect from you:

- Reasonable scheduling (use the formula suggested by provincial office in the documents "Arranging Your Program & Hints on Timing"). Remember to schedule in a break after five (5) sessions, however, you are permitted to schedule six consecutive working sessions without a break for a two-day festival. **Do not over-schedule and remember to allow time for a scholarship meeting.**
- Receiving a draft of your schedule well before your festival to allow for some leeway in rearranging overloaded schedules and incorrect class placements of competitors.
- Suitable accommodation – quiet, clean, comfortable. Check out your local accommodation to decide if it is suitable. Contact your adjudicators to find out when they plan to arrive and depart (or let them know when you want them to arrive and depart). You may need to book accommodation for the night before your adjudicator is to begin. If the first session begins at 9:00 a.m. don't expect them to drive in that morning for the briefing and be fresh to begin work. Also book accommodation for their last night, depending when the last session ends and/or in case it is required. A "welcome" package or gift is a nice touch.
- Briefing session prior to the beginning of the festival. Identify local and provincial scholarship classes (eg. Highlight them).
- Cash per diem for meals, so that judges are not confined to eating in one place. The suggested minimum is \$40. This will also provide a ceiling for adjudicators with expensive tastes.
- Familiarity with the General Regulations found on the SMFA website.
- Professionalism. Adjudicators do not wish to become involved with local politics. **Do not offer information about teachers or students and do not precondition your adjudicator before the festival.** For example, if you know a competitor has already been recommended from another festival, the adjudicator should not know this ahead of time. Having the adjudicator choose one or more eligible alternates in addition to the District Winner will prevent a competitor from 'being blocked' from recommendations, or local scholarships or awards. Never ask adjudicators to consider changing a mark or reversing a decision.
- A quiet place to "get away" from the competitors during breaks in the sessions.
- A scholarship session run according to District Scholarship Regulations, particularly: **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 above and beyond the normal session expectation.**

SAMPLE

January 5, 2017

Dear SMFA Adjudicator,

Thank you for agreeing to adjudicate at the following 2017 Saskatchewan District Festival(s):

District Music Festival

****Sat, Apr 1 - Mon, Apr 3**

Voice, Choir

****A change to the number of days or cancellation of this contract may be necessary due to the number of entries.**

Please sign and return this contract to the Provincial Office of the Saskatchewan Music Festival Association (SMFA) (*keep a copy for yourself*). A copy will be sent to the above District Festival(s) as well. **Signed contracts not received within 3 weeks of date of issue are considered null and void.**

PLEASE NOTE THE FOLLOWING:

- Fees are **\$350/day regardless of the number of sessions**. Travel reimbursement is **42c/km OR airfare**, if applicable, unless other travel arrangements have been made. Fees and travel reimbursement are in Canadian Funds (exchange rate for travel is calculated at time of booking). Please make your own travel arrangements in conjunction with the District Festival.
- **This contract is non-transferable**. If you must withdraw please contact our office immediately.
- Festivals are permitted to schedule six consecutive working sessions without a break for a two-day festival, however, if you are hired for a longer period of time, a minimum of one break for every five working sessions must be included as part of your schedule.
- The "Adjudicator Report Form", provides the contact information for the District Festival, will be e-mailed to both you and festival from our office in December or January.

The District Festival will:

- arrange accommodation* for you, if required
 - contact you with accommodation details as well as confirmation of your dates
 - forward a program to you prior to the festival. *Feel free to contact the festival if you have not received a copy within 3 weeks of your start date.*
 - Arrange for meals or provide a cash per diem. In the event you pay for your meals while at the festival, please keep all meal receipts to attach to your invoice.
- At the conclusion of your assignment:
- submit the *Adjudicator Invoice Form* (found online at www.smfa.ca/wp-content/uploads/2015/05/Adjudicator-Invoice1.pdf) to the District Festival in order to be paid for your services
 - submit the "District Festival Evaluation" form online at www.surveymonkey.com/r/59CPBDR

***In some communities suitable accommodation is limited. Indicate below which is acceptable by you. Please check all that apply:**

Billet B&B Hotel/Motel

- I declare that at this time, I do not have a conflict of interest with regard to this contract. If one should arise, I will notify you as soon as possible.
- I also declare that I have read the "Code of Conduct" and agree to abide by it.

I agree to the terms of this contract:

Adjudicator Signature

Date

If you have any concerns or questions, please contact Karen Klassen, Adjudicator Liaison at karen.smfa@sasktel.net.

Note that the current SMFA 2016 – 2017 – 2018 Syllabus is available online at www.smfa.ca/wp-content/uploads/2015/05/2016-2018-Syllabus.pdf

Sincerely,
Carol Donhauser, Executive Director

Adjudicator Code of Conduct

I will:

- Do my utmost to fulfill my contract.
- Familiarize myself with all the rules of the festival and be conscientious in determining recommendations for scholarships, final concerts, provincial finals, etc.
- Arrive at sessions punctually and adjust my adjudications, if necessary, to stay on time. It is a good idea to check with the festival committee in advance as to what their expectations are (short adjudications or mini-workshops)
- Appear in neat, appropriate attire. You are a professional and are setting a valuable example to all performers, parents and teachers.
- Maintain a positive attitude in verbal and written adjudications, even under trying conditions (keep criticism constructive and be encouraging).
- Be totally discreet regarding the use of alcohol at any time, and adopt a “total abstinence” policy before any adjudicating sessions.
- Be fair and honest in submitting expense accounts, avoiding excessive costs for meals, room service, laundry, phone, etc... (Alcohol should never be added to expense accounts).

I will not:

- Solicit or actively recruit students, particularly through offers of scholarships, promises of admissions to academic institutions, or criticism of the local teacher.
- Fraternize with local teachers or parents. Public socializing inevitably results in real or perceived conflicts of interest, particularly when any scholarships or other recommendation must be awarded.
- Publicly criticize the festival syllabus, regulations, scholarships, programs, timing, general working conditions, fellow adjudicators, teachers, or the organization of the festival (feedback can be submitted to the proper committee member or on the Festival Evaluation).

Conflict of Interest: An adjudicator must always be objective and maintain impartiality during the adjudication process. If you believe that your background, personal experiences, or relationships would prejudice your role or detract from your impartiality, please withdraw from the assignment unless all parties agree to proceed after full disclosure of all relevant facts relating to the issue of neutrality. A real or perceived conflict of interest is damaging to the reputation of both the festival and the adjudicator. No adjudicator should accept a festival contract where a real or perceived conflict exists between the adjudicator and a competitor and/or a teacher. Where there is an undisclosed conflict, the SMFA reserves the right to terminate the Adjudicator's contract.