

Adjudicator Briefing – Live

GENERAL INFORMATION

- 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.
- Festivals are required to follow SMFA Covid-Safe Festivals protocols found at: <https://smfa.ca/>

Travel, Local Accommodation, Expenses:

- The District Festival will confirm your arrival/departure dates, 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.

COVID Protocols for In-Person Music Festivals:

Below is a list of protocols to follow in order to mitigate the risks of transmission of COVID-19, SARS, MERS and Influenza (the “Diseases”) which are highly contagious and are believed to spread mainly from person-to-person contact. Public Health Guidelines have indicated that risk of transmission increases through singing or the use of musical instruments and equipment. Event organizers and/or facilities owners are responsible for ensuring these guidelines are followed. All attendees/volunteers must be familiar with the guidelines. If COVID-19 activity increases in your area, organizers must be prepared to cancel and/or scale back events. All guests are responsible for assessing personal risk when attending any type of gathering.

- Hotel/motels will be used for adjudicator accommodations (no billeting). Bring cleaning items to wipe surfaces and decline daily cleaning.
- In order to adhere to our strict copyright regulation and reduce touch surfaces, **Adjudicators are asked to source the required music (use their own, borrow from a colleague, search public domain websites, purchase online, etc.). For hard-to-source music, please contact the festival committee as soon as possible.**
- Everyone will properly wear a non-medical mask inside the venue at all times. **Face shields are not a substitute for masks.** Competitors are required to wear a non-medical mask at all times during the performance except for musicians playing a woodwind, brass or other instrument operated by breath. Masks (for brass and woodwind players) may be removed only if they can maintain a distance of **three metres**; masks with slits are not allowed. Bell covers are recommended.
- Adjudicators must complete COVID waiver before festival and submit it electronically to festival committee.
- At venue(s):
 - Frequently use hand sanitizer provided, including when entering and leaving venue.
 - Check-in for COVID -19 screening, upon arrival at venue.
 - Festival committee and adjudicators will maintain social distance.
 - To help in reducing common touch surfaces, electronic fillable marking sheets will be provided. Adjudicators will be required to bring their own devices to complete the marking sheets/paperwork. Festival committees will distribute marking sheets and certificates, via email, to the participants upon completion. **OR**
 - If paper is used, adjudicators will use their own writing devices. A festival volunteer will collect the marking sheets and distribute them to the teachers/participants, along with certificates, after 24 hours or as recommended by SHA.
 - For the protection of both adjudicators and volunteers, adjudicator secretaries will not be available this year. Festival committees will organize paperwork in advance. Adjudicators are asked to do the same when completing marking sheets and recommendation forms.

- Adjudicator remarks/demonstrating will take place in designated performance area. Masks must be worn at all times. Microphones may be used for adjudicator's comments.
- Adjudicators may choose to have meals ordered to the venues. Private space will be provided.

Adjudicating:

- Be prepared: arrive early, 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 (**see COVID-19 protocols above**). Write 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.
- *Refrain from* criticizing a teacher or adjudicating an accompanist (unless of course, that is part of the class you are judging).
- At some point near the end of the festival, be sure to 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.
- Discuss with the District Festival as to the 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 if they are for adjudication only.

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

Important Note: Please plan to direct questions in regard to SMFA rules and regulations to the SMFA office in advance rather than expecting the district festival committee to be knowledgeable about them.

New for 2021

- **Provincial Classes** – District Festivals are allowed **TWO recommendations/District Winners in each provincial class.**
- **SK Excellence Classes** - District Festivals are allowed **TWO recommendations/District Winners** to the Provincial Finals for each of the Saskatchewan Excellence Classes. Competitors must receive a **mark of 88 or higher**, and the adjudicator's recommendation, to advance to Provincial Finals. Marks for each selection will be averaged to achieve the final mark. **Please read the information carefully on special recommendations.** See the link above for additional information. <https://smfa.ca/wp-content/uploads/2021/01/SK-Excellence-Classes-Jan-27-2021-no-groups-FINAL.pdf>
- The Concerto classes for Senior Piano (20210) and Intermediate Piano (20212) are now provincial classes.

Memory

- Memory work is encouraged but not mandatory at the District level except for the Saskatchewan Excellence Classes. It is mandatory at the Provincial level for all instruments (only exception is the pianist for the Lieder class).

Accompaniment

- The piano is to be 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.
- Copyright rules must be followed.

SCHOLARSHIPS AND DISTRICT WINNERS/RECOMMENDATIONS TO PROVINCIALS

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 (Virtual/Recordings)

- 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 classes are provided. The naming of alternates is encouraged in the case that the District winner is unable to attend. Please sign the bottom of these charts and return them to the festival committee (they will submit them to Provincial office).
- Students wishing to compete in the Saskatchewan Excellence Classes must first enter a District Festival in the appropriate class or receive a special recommendation (see above link for details). A mark of **88 or higher** and a written recommendation is required to advance from the District Level to the Provincial Competition.

Thank you for sharing your expertise with our Saskatchewan musicians!