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PROCEDURE FOR DISTRICT WINNER CHARTS

District Winners are those competitors who advance from a District Festival and are eligible to compete in the Provincial Finals Competitions. These charts are intended to help the adjudicator and scholarship committee determine District Winners by listing the specific classes that lead to the Provincial Scholarship Classes. **No classes other than those listed on the District Winner Charts are eligible for Provincial Competition.**

*All District Festivals are allowed **two** District Winners to Provincial Finals for each of the Provincial Classes and Canada West Classes. Eligible competitors must have achieved a mark of **87 or higher** and have placed **1st or 2nd** in the class at the District level. In classes where two or more selections are performed, the combined mark must average 87 or higher. Alternates should be listed if the qualifying mark of 87 has been achieved. Alternates will be contacted by the Provincial Office, if and when they become eligible to enter.

Some Provincial Scholarship Classes are fed by two or more Provincial Classes. For example, MUSICAL THEATRE BALLAD CLASSIC/MODERN (28 YEARS & UNDER) is fed by Classes 40010 and 40110. A competitor who qualifies in more than one of the feeder classes can advance to Provincial Finals from only **one** of those classes. The competitor will choose which selection to perform at Provincials, and an alternate (if applicable) may move in to the available spot.

PLEASE CONSULT SMFA REGULATIONS IN THE [2025 PROVINCIAL SYLLABUS](#) FOR ELIGIBILITY FOR ENTRY TO PROVINCIAL FINALS. Follow these steps:

1. Filling of the District Winner Charts **(by a District Festival official)**:
 - a. **Using the Excel spreadsheet provided:** For each applicable class, type the name and mark of the winner, 2nd place, and alternates (where mark is 87 or higher). E-mail address and phone number is mandatory for all competitors. Please ensure that the e-mail address is correct, as this will be the primary means of communicating with competitors. **DO NOT** include titles of repertoire. **WE STRONGLY ENCOURAGE YOU TO USE THE EXCEL SPREADSHEETS.**
 - b. **If you prefer to use the PDF charts:** Print off the applicable pages, fill in the name and mark of the winner, 2nd place, and alternates (where mark is 87 or higher). E-mail address and phone number is mandatory for all competitors. Please ensure that competitor names are spelled correctly and the e-mail address is legible as this will be the primary means of communicating with competitors. **DO NOT** include titles of repertoire. **Scan to PDF and email as attachments to the Provincial Office. Photo scans will not be accepted.**
 - c. In Canada West Classes, **competitors must perform from memory at the District level**, in order to advance to the Provincial level. Exceptions are Canada West Chamber and Choral classes.
 - d. At the conclusion of the adjudicator's assignment, the **adjudicator reviews the completed District Winner Charts** for all applicable Provincial Scholarship Classes, to verify the winners and alternates. After verifying the District Winners, the adjudicator must **sign all applicable pages, insert an electronic signature, OR provide an email or signed letter authorizing the district winners named in specified classes** (sample template attached).
 - e. The eligibility of District Winners/Alternates must be confirmed by the adjudicator and a committee member before announcing names or notifying District Winners.
 - f. **FESTIVAL COMMITTEES ARE TO SUBMIT (BY E-MAIL) DISTRICT WINNER CHARTS [TO THE PROVINCIAL OFFICE IMMEDIATELY AFTER THEY HAVE BEEN VERIFIED AND SIGNED.](#)** **DO NOT** give this to a student, teacher, or parent.
2. Notify the District Winner(s) and direct them to our website (www.smfa.ca) for the online entry form (sample letter attached for your convenience). The entry form will be available April 15. **Remind students that the entry form (with payment) must be submitted by midnight May 10.** Late entries will NOT be accepted.
3. District Winners must represent the festival where they first qualify. The Provincial Office will notify alternates in situations where winners decline to enter, or are declared ineligible. **Therefore, it is imperative that District Winner Charts are submitted promptly and with complete contact information for all competitors, including alternates.**

***** SAMPLE LETTER FOR ADJUDICATORS TO AUTHORIZE DISTRICT WINNERS *****
(attach to District Winner Charts)

<NAME OF DISTRICT FESTIVAL>

I, <NAME OF ADJUDICATOR> hereby confirm that the marks are correct for each competitor and alternate listed on the attached District Winner Charts, declaring those competitors eligible to advance to the SMFA Provincial Finals Competition/Provincial level of Canada West Competition.

List all applicable Scholarship Class numbers below:

Adjudicator's signature

Date

***** SAMPLE EMAIL FOR FESTIVAL COMMITTEES TO SEND TO THEIR DISTRICT WINNERS *****

Congratulations on qualifying for the 2025 SMFA Provincial Finals.

1. Visit <https://smfa.ca/> for Provincial Finals dates and format.
2. You must **represent the festival where you first qualified**.
3. The entry **deadline is May 10** – if you know, in advance, that you do not plan to enter Provincials, please inform the Provincial Office at sask.music.festival@sasktel.net ASAP so that alternates can be contacted.
4. Online entry form and relevant information will be available at <https://smfa.ca/competitions/> by April 15. Payment must be made at time of entry.
5. Make sure you time your repertoire and read the Provincial Class Regulations on pages 9 & 10 of the [2025 SMFA Syllabus](#) thoroughly before entering.

The Provincial Syllabus Class(es), from which you advanced, feed(s) into the Provincial Scholarship Classes listed in the SMFA Syllabus at the beginning of each discipline. When you enter a Provincial Scholarship Class, use the **same class number** from which you advanced at the District level.

This applies to Canada West Classes at the Provincial level as well.

Best of luck at Provincial Finals,