

PREAMBLE TO RULES AND PROCEDURES

REGISTRATION OPENS ONLINE:

January 3, 2017 - You are encouraged to register early to avoid the last minute rush.

2017 REGISTRATION DEADLINES:

January 20 – Studio Dance

January 27 – Classical Guitar, Composition, Piano, Speech, Strings, Voice – Classical and Musical Theatre

February 10 – Brass, Choral, Ethnic Dance, Fiddle, Woodwinds, School Bands and School Orchestras

February 24 – School Dance

ROBERTO AND MARY WOOD SCHOLARSHIP CONCERT: May 13, 2017

The Syllabus is revised each year, so please read the Preamble, Rules & Procedures, as well as the specific Section(s) in which you are registering.

Always refer to regulations and the syllabus document when completing the online registration.

The Festival is strongly committed to the philosophy that performing in classes is an opportunity to learn and to pursue excellence, and for students to be a supportive and appreciative audience for each other. In keeping with this philosophy, Placement Certificates are not awarded for classes and marks are not publicly announced. Each participant or group receives a written adjudication and the Adjudicator will make oral remarks to the extent time permits. Each Adjudicator maintains a private record which he or she uses as part of the selection process for Award recipients and Provincial and National representatives, as well as for recommendations to perform at Highlights Concerts.

The unauthorized use of cameras (flash and non-flash), cell phones, and recording equipment during adjudicated sessions and ALL performances is prohibited. If time allows and with the permission of the Section Head, photographs may be taken at the end of the adjudicated class after the Adjudicator has ended that class, and, at the section's final concert at designated times (not during performances) specified by the Section Head.

PLEASE NOTE THE FOLLOWING VERY IMPORTANT INFORMATION

(Note: This is not a complete list of *all* changes; be sure to read both the Syllabus and the general Rules and Regulations)

- To make our program available to all and to reduce our use of paper, we will **no longer be printing a paper program**. The program will be posted online in March and an annual pass to all sessions will be available at venues for \$25.
- Membership in Festival will be included in registration fees. The program will be in a pdf format and can be printed at home or saved to any device or desktop.
- Please ensure you clear your calendar for the scheduled dates of sessions. Once notification of performance time is emailed (Participant Card) changes will only be made under **extenuating** circumstances and *may not* be able to be accommodated. Schedule changes have a ripple effect on the day's schedule which in many cases is carefully timed. **Please be sure to note any known scheduling conflicts in the 'Comments' box when registering** and be aware that we may not be able to accommodate your requests once the schedule has been set.
- Performers will be expected to announce the title and composer of their selection.
- Some sections require entry in **two or three** solo classes to qualify for awards. Please refer to individual sections for information regarding eligibility for awards.
- The Strings syllabus has been restructured, please read it carefully.
- Studio Dance has split Modern and Contemporary classes, please read the syllabus for all the details.
- Note there are new venues for several sessions and highlights concerts.

PREAMBLE TO RULES AND PROCEDURES

The Greater Victoria Performing Arts Festival Association (“GVPFAFA”) is a non-profit, incorporated society and a registered charity under the Income Tax Act. It is volunteer-based and managed by an elected Board of Directors. The Greater Victoria Performing Arts Festival (the “Festival”) is supported by approximately 300 volunteers during the six weeks of classes, concerts and special competitions.

FESTIVAL BOUNDARIES

The Festival is an “open” festival and accepts registrations from anyone inside or outside the Festival Boundaries.

However, for purposes of eligibility to be recommended to:

- (1) represent the Festival at the Provincial and National Festivals; or
- (2) be a candidate to compete in the Roberto & Mary Wood Scholarship Competition, the candidate must reside or study within the geographic boundaries of the Festival which are:

Greater Victoria and the Western Communities and all other municipalities in the Capital Regional District – this includes the Southern Gulf Islands, the Juan de Fuca Electoral area, Port Renfrew to the east, and Malahat to the north (4389 Trans Canada Highway is the last address on the northern boundary of the CRD).

MISSION STATEMENT

The Greater Victoria Performing Arts Festival Association is a volunteer-based organization. We are dedicated to working with performing arts educators to develop artistic skills and a love of the performing arts for all ages and skill levels in music, dance and speech arts. Our annual community Festival provides reputable professionals who foster inclusion, education and performance opportunity during adjudicated sessions. We celebrate participation, achievement and excellence through a series of special concerts and an awards program.

MANAGEMENT

The Festival is under the management of the Board of Directors. Questions not dealt with in these rules should be referred to the Board through the President, and the decisions of the Board will be final and binding.

RULES AND PROCEDURES

COPYRIGHT

The use of photocopies of copyright music that is not in the public domain (i.e. 50 years elapsing since the composer's death or date of copyright noted on the music) is prohibited by Federal Law without the written permission of the owner of copyright (i.e. the publisher of the edition that you want to photocopy), or the composer of an unpublished work. Therefore, photocopies of music selections used by performers and accompanists will not be accepted during the Festival unless accompanied by a letter from the owner of copyright authorizing permission to reproduce the copyright music. Material from the internet must show evidence of copyright and proof of purchase, or proof of public domain. In other words, **originals must be given to the adjudicator (or have authorized permission), and originals must be used by performers or accompanists.**

COMPLAINTS

Complaints, concerns and/or protests must be made in writing, signed and directed to the Board through the President, and submitted before the final day of Festival. Complaints must not be directed to the Adjudicator(s).

REGISTRATION FEE REFUND REQUESTS

No refund of fees will be made except by decision of the Festival Board and only in exceptional circumstances. A request must be made in writing and with early notice.

CODE OF CONDUCT

- 1. The unauthorized use of cameras (flash and non-flash), cell phones, and recording equipment during adjudicated sessions and ALL performances is prohibited. If time allows and with the permission of the Section Head, photographs may be taken at the end of the adjudicated class after the Adjudicator has ended that class, and at the section's final concert at designated times (not during performances) specified by the Section Head.**
2. Participants, teachers and parents are requested to refrain from conversation with the Adjudicator before, during and after any performance. Such conversations may jeopardize the perception of an adjudicator's impartiality.
3. Participants should be present at the commencement of their class and are expected to stay in the auditorium until the end of the class in order to be a supportive audience for their fellow participants.
4. Participants are expected to dress neatly and tastefully in a manner appropriate to their age, and to avoid clothing or jewelry that distracts from their performance.
5. Refrain from using scented products.
6. If participants discover, after registration, that they are unable to perform in a class that they have entered, they should contact the Festival Office (250-386-9223 or festival@gvpaf.org) ASAP so that the appropriate Section Head can be notified. This courtesy will enable the Section Head to schedule the sessions more accurately.
7. During the Festival, participants should notify the Festival Office (250-386-9223 or festival@gvpaf.org) ASAP about any class that he or she cannot attend.
8. Do not enter or leave a class while someone is performing.
9. Do not converse during a performance or adjudications. In general, please keep conversations quiet so as not to distract the Adjudicator.
- 10. Please turn off cell or smart phones, pagers, electronic watches, etc.**

APPOINTMENT OF SECTION HEADS

It is generally the Festival's policy that Section Heads should not have children or students in the section that they lead. As qualified volunteers are often difficult to find, this policy occasionally needs to be modified. If a Section Head is appointed who has a student or child in the Section, they are responsible to appoint a Co-Section Head or "Section Leader" for the area of perceived conflict. These leaders will deal with the public and the Adjudicator in the classes and attend any meetings with the Adjudicators. Appointed members of the Board of Directors will attend meetings as required.

ELIGIBILITY - DEFINITIONS

1. Except as otherwise provided in these rules, all participation shall be restricted to amateurs. An “amateur” is defined as a music student or any person whose principal source of livelihood is not obtained from the practice of music or from solo performances in the particular category in which he or she is competing.
2. All classes in the Festival are open to all participants regardless of place of residence. **However, to be eligible to be recommended for provincial or national representation, or to be a candidate to compete in the Roberto and Mary Wood Scholarship Concert, participants must reside or study within the Festival’s geographic areas** (see “Festival Boundaries”).
3. Conductors may be either professional or amateur. Conductors may conduct any number of organizations, but must not sing with their choral group or play with their instrumental group.
4. Where an age limit is set, a participant cannot be older than the age limit specified as of December 31, 2016. However, a participant can be younger than a maximum specified age.
5. Where age groups are specified, such as “under 11 years”, or where stages of musical progression are specified, such as Junior, Intermediate or Senior, participants may enter only one category in any Section of the Festival. This restriction does not necessarily apply to all Ensembles (the appropriate category may be the average age of the performers) – please see individual Section information. This restriction does not apply to ensemble classes designated “for adjudication only” or to some solo classes designated “for adjudication only”. See individual Sections for further guidelines.
6. Substitutes within groups of two or more will not be allowed except with the approval of the Section Head.
7. Participants over the age of 28 years should, in general, register in Adult or Novice classes, but may register in Senior classes. Participants over the age of 28 years perform “for adjudication only” and are ineligible for awards or recommendation to the Provincial Festival. The exception to this is the **Oliver Schroer Spirit Award** in the Fiddle Section, which can be awarded to performers of any age.

PERFORMANCE AND ADJUDICATION PROCESS

1. Venues and/or pianos therein may not be used for practice or rehearsal during the Festival.
2. It is the responsibility of the performer to provide an accompanist.
3. In all Sections, the accompanying instrument is a piano. The exceptions are Ethnic Dance and Fiddle.
4. Changes to the order of performance in the Program may be considered only in exceptional circumstances, such as the delay of an accompanist. Changes have implications for other participants who have arranged their schedules according to the Program. See individual Sections for specific guidelines. Changes are made at the discretion of the Section Head.
5. **Time limits for performance must be adhered to.** Students will be belled if they exceed stated time limits. This policy is intended to maintain a level playing field and for students’ protection against any objections. In addition, ignoring this principle has serious implications for the adjudicator’s time, and may inconvenience other participants in that session. Exceeding maximum performance times may result in a student being ineligible for an award.
6. Participants cannot extend playing time by paying a class fee twice.
7. In classes where any of the performed pieces are the participant’s own choice, **originals** of the music must be given to the Adjudicator’s Secretary. Please make sure the music is labeled with participant’s name and selection to be performed. **Failure to do so may result in disqualification.** Music should be picked up after the class adjudication. The Festival cannot accept any responsibility for return of this material. For Speech participant’s own choice, see preamble to Speech Section in the Syllabus.
8. Please provide the Adjudicator with music that is reasonably clear of teachers’ notations.
9. Please number the first bar of each line to help the Adjudicator in making references to the music.
10. Test Pieces:
 - a) A test piece must be performed in the key specified. Transpositions are permissible in the choral and voice classes where the key is not specified.
 - b) Where a special edition of a test piece is specified in the Syllabus, a copy will be provided to the Adjudicator by the Festival, and participants must not use any other edition.
 - c) In the event a test piece is not available by the Festival registration deadline, a participant may substitute his or her own choice. This choice should be noted on the registration form.

- d) It is permissible for participants to change the order of performance of test pieces.
11. Participants can register only once in any class, with the exception of the Composition section, where a registrant may enter multiple times in the same class, paying the fee for each time entered.
 12. Selections/repertoire/dances may be used in one class only, and that selection can not be performed in another Section.
 13. No participant may perform any selection which he or she has performed in any previous year in the same Section.
 14. Except where specified, memorization of music is not required.
 15. A chord may be given on the piano at the beginning of each piece of unaccompanied music.
 16. The Adudicator reserves the right to disqualify any participant who is not ready to perform when called.
 17. At the Open Level, two days' notice of intention to withdraw from any class or open performance is required. Non-compliance with this request may result in open class participants being ineligible for awards. Participants should refer to the specific Sections in which they are entered for clarification.
 18. No performance will begin until the signal is given by the Adjudicator. The Adjudicator shall have discretionary power to stop any performance at any time. **Adjudicators' decisions are final.**
 19. Please take the time to clearly announce the title and composer of your selection as repertoire is not included in the Program.
 20. To encourage participation in Chamber Ensemble classes, any change in the players of an ensemble will be considered to have created a unique ensemble, so that with a change of even one player, a different ensemble is created and may enter any class as a new registrant.

HIGHLIGHTS AND SPECIAL CONCERTS

Those chosen to represent the local Festival at the Provincial or National competition level may be requested by the Board of Directors to perform in their respective discipline's Highlights Concert. Other outstanding performers chosen by the adjudicator may also be chosen to appear in special concerts.

AWARDS AND TROPHIES

Awards are subject to change from year to year and award donors may need to be consulted regarding the allocation of their funds when circumstances warrant (i.e. no recipient recommended by the Adjudicator; proposed recipient ineligible, etc.). **We are grateful for any donations received after the end of January in a current Festival year, but these awards may not be designated in that current year.** All award recipients are chosen at the sole discretion of the Adjudicator(s). A panel consisting of a current member of the Board of Directors and the Section Head is available to the Adjudicator(s) for questions of eligibility should they arise.

Please refer to individual Sections for further information regarding eligibility of awards. Some sections may require entry in two or three solo classes to qualify for awards.

ENSEMBLES: For the purpose of awards and Provincial consideration, participants in ensemble classes are NOT required to adhere to the 'two solo class' requirement.

Adjudicator's choice awards MAY be awarded at the discretion of the adjudicators for exceptional individual performances by participants who have not met the two class minimum.

Participants over the age of 28 years should, in general, register in Adult or Novice classes, but may register in Senior classes. Participants over the age of 28 years perform "for adjudication only" and are ineligible for awards or recommendation to the Provincial Festival. The exception to this is the **Oliver Schroer Spirit Award** in the Fiddle Section, which can be awarded to performers of any age.

In order to be recommended to the Provincial Festival a participant must have entered at least TWO solo classes. Participants are advised to read the rules pertaining to their discipline as there may be further requirements for provincial participation.

The GVPFA and its donors provide awards to encourage and assist worthy entrants in their pursuit of artistic studies. To merit these awards, participants must reach a standard of accomplishment and demonstrate a record of

achievement satisfactory to the Adjudicators. All such awards shall be under the complete jurisdiction of the GVPFAFA.

One-Time Awards and Trophies

The following major awards may be won only once by any performer:

- The Roberto and Mary Wood Scholarship (see Note below)
- The Ethel James Award (Rose Bowl) and accompanying Victoria Musical Arts Society Bursary (Voice – Classical)

Roberto and Mary Wood Scholarship

The Roberto and Mary Wood Scholarship will be available each year to an individual classical voice or instrumental performer in the Festival. Roberto and Mary Wood directed a considerable part of their estate to the establishment of this scholarship administered by the GVPFAFA. The intent and spirit of the scholarship is that it should be large enough to make a significant difference for one very deserving student. The amount of the award is determined from year to year. It is understood that the money will be used for tuition and related expenses in the pursuit of further musical education. Candidates may be chosen from each of the following disciplines: Brass, Classical Guitar, Piano, Strings, Classical Voice and Woodwinds. The Adjudicators for each of these six disciplines will be given the guidelines, criteria and the philosophy of the Roberto and Mary Wood Scholarship and will be asked to recommend one (a second may be considered in exceptional circumstances) candidate at the Senior/National level to perform in the Scholarship concert. **The candidates must be residing or studying within the Festival boundaries (See “Festival Boundaries”), be fifteen (15) years or older as of December 31, 2016, have entered at least two solo classes in the Festival in the discipline for which they are recommended, and cannot have won the Scholarship before.** If, in a given year, no candidate is judged to warrant the Scholarship, no award will be made in that year.

CLASS SCHEDULING

1. After the registration deadline, Section Heads decide the order in which the classes will be performed.
2. Section scheduling committees reserve the right to eliminate, combine, subdivide or create classes as deemed necessary or to refuse any registration.
3. The time of each session and the order of performance will be published in the Festival Program. The Program will be posted on the website and email notification is sent for some Sections to registrants, parents and teachers regarding individual schedules.
4. Changes to the order of performance in the schedule once it is published on the website and notification has been emailed may be considered only in exceptional circumstances. See individual Sections for specific guidelines. Changes are at the discretion of the Section Head.
5. The time allotted for each class is approximate, and may change because of withdrawals in a class or other unforeseen circumstances, such as the delay of an accompanist. Classes will not begin before the stated time in the schedule unless all performers in the class have been notified.
6. **Time limits for performance must be adhered to.** Exceeding maximum class times can result in a student being ineligible for an award. Ignoring this principle has serious implications for the Adjudicator's time, and may inconvenience other participants in that session.

PROVINCIAL AND NATIONAL FESTIVALS

Of the participants who perform at the Festival, some are chosen to represent Victoria as Provincial or National delegates at the Provincial Festival. Winners of National level classes at the Provincial Festival will represent the Province when competing in the National Music Festival.

Provincial Level Classes

The Provincial Festival supports competitions in brass, classical guitar, piano, strings, voice, woodwinds, choirs, ensembles, speech arts, ballet, modern and stage dance. Competitions are at the Junior, Intermediate and Senior levels. These levels **may not** be the same as at the local Festival. **Note that effective 2016 the upper age limit for 'Senior' Provincial level is 23 years and under, except for Classical Voice and Musical Theatre.**

The rules for this Festival are in the Provincial Syllabus at www.performingartsbc.ca

National Level Classes

The Provincial Festival also supports competitions in the selection of participants for the National Music Festival. The National Music Festival, sponsored by the Federation of Canadian Music Festivals and the hosting Provincial Festival supports competitions in brass, classical guitar, piano, strings, voice, woodwinds, choirs and ensembles. The maximum age for National Level remains at 28 years.

The rules for this Festival are set out in the National Syllabus at www.fcmf.org.

Note: The Provincial (Performing Arts BC) and National Music Festivals are independently run and are separate from the Greater Victoria Performing Arts Festival. Payment of registration fees is made to the Provincial and National festivals (not the GVPAF) after registration is confirmed.