

GENERAL REGULATIONS OF HOUNSLOW FESTIVAL

1. ENTRIES*

Extra copies of the Syllabus and Entry Forms may be obtained from the Syllabus Secretary (whose address can be found at the front of this syllabus) on receipt of an A5-sized stamped addressed envelope. Teacher and Dancing School entry forms are available. Where an email address is provided, this could be emailed.

Entries should be made on an official Entry Form and received by the relevant Section Leader on or before the entry date shown at the top of the relevant section, together with the appropriate fee (see Regulation 2 and Regulation V2). **Late entries may only be accepted at the discretion of the section leader.** Separate entry forms should be sent for each section.

2. ENTRY FEES*

In all cases entry fees must be sent with the Entry Form. Cheques and postal orders should be made payable to **“Hounslow Festival of Music, Speech and Dance”** and crossed. Entry fees will not normally be returned except in the event of the cancellation of the class.

Entry fees are shown against each class in this syllabus using codes A – G. The entry fees for the current year are stated at the front of the syllabus. Stage Dancing section has a separate entry fee structure that is listed in the section's syllabus.

An Official Accompanist is available for the Vocal and Choral Section. See Rule V2 for more information.

If a receipt is required, please indicate on the entry form and enclose a stamped addressed envelope; otherwise the notification form will serve as a receipt (see Regulation 4).

Entry fees for individuals can be given under the Gift Aid scheme; please see the enclosed Gift Aid Declaration form for more details.

3. ELIGIBILITY

The festival is open to performers who are residents of any area, but there is a small number of trophies for which only residents of the London Borough of Hounslow are eligible.

The festival is only open to performers who are amateurs, with the exception of the **Open Vocal Solo** and **Home Music Making classes**. : An amateur is one who does not receive regular payment for musical or speech/drama services. With regard to the Stage Dancing section a professional is one who derives the major part of their income from the teaching of dancing. Holders of a professional diploma are not eligible to enter in the subject for which they hold the diploma, except in choirs and in the Open Classes listed above.

A performer may only enter the same class twice if it is a duet class, and they have a different partner and take the other part. In the Stage Dancing section performers may not enter more than one dance in any class. Performers may enter up to 2 duets/trios or quartets in the same class provided there is a change of style and/or partner/s.

4. ACCEPTANCE OF ENTRY

Entries are accepted in strict order of their arrival. Entrants will receive a notification form after the entry date, indicating acceptance of entry and receipt of fee sent and giving the dates and times of the classes that they have entered. The Committee reserves the right to refuse any entry, to withdraw any class for which insufficient entries are received, or to close entries before the entry date if maximum numbers have already been reached. Entry fees will normally be refunded in these circumstances. The Committee may also split or combine classes as necessary to ensure the smooth running of the festival.

5. AGES

The date at which age is reckoned is either **1st May** (PIANOFORTE & INSTRUMENTAL SECTIONS ONLY) **OR 1st September** (ALL OTHER SECTIONS) in the year of the Festival. All performers in a group must be of the age specified, with the exception of the conductor of a choir. In a class that has sub-sections where age limits are specified, no performer may enter more than one sub-section of that class. In the Dancing section only, the age of the oldest competitor in a duet, trio, quartet or group determines the age-group.

6. CHOICE OF PIECE (Vocal and Pianoforte sections only)

In classes where performers are required to prepare pieces of their own choice, **titles and performance times must be submitted with the entry form or notified to the relevant section leader no later than the entry date stated at the top of each section** and must be approved by the Committee before the entry can be accepted. This is most important, as the omission of piece titles and/or performance times can cause a delay in the scheduling of the programme for the festival and the issuing of notifications. Performers failing to advise titles of own choice pieces by the entry date or not performing the piece notified may be disqualified but in any case will not be awarded a prize or certificate in the class concerned.

7. TIME LIMITS

Stated time limits must be adhered to. This is vitally important for the smooth running of Festival sessions. The Adjudicator may stop a performance if the time limit stated for the class is exceeded, but in any case the remaining performance beyond the time limit will not be adjudicated. A performance exceeding the time limit may not be awarded a prize or certificate and may be disqualified. In the Stage Dancing section no musical bows are permitted.

8. COPIES FOR THE ADJUDICATOR (not applicable to Stage Dancing section)

Copies of all own choice pieces must be provided for the Adjudicator at the session (see Regulation **12** concerning photocopying). Copies should be claimed from the Adjudicator's Steward or Certificate Steward at the conclusion of the class.

Performers failing to observe this rule may not be awarded a prize or certificate in the class concerned, and may be disqualified, since in most cases the Adjudicator needs a copy of the piece in order to properly adjudicate a performance.

9. ADJUDICATION

The Adjudicator will award marks out of 100 for each performance. The Adjudicator's decision is final in all matters. No communication or discussion can be entered into with the Adjudicator or any member of the Committee on any of the Adjudicator's decisions. Communication with the adjudicator by competitors, teachers or other interested parties prior to or during the competition is strictly prohibited. Any complaints should be made in writing in accordance with Regulation 13.

Performers who have been pupils of an Adjudicator within six months of the Festival may not perform in any class adjudged by that Adjudicator.

A performer may receive, at the conclusion of the class, the Adjudicator's mark sheet with the comments on the performance. Only in exceptional circumstances will unclaimed mark sheets be forwarded to a performer.

10. CERTIFICATES, MARKING SCHEME AND AWARDS

Certificates signed by the Adjudicator will be awarded as in the following table. The British and International Federation of Festivals has specified these categories to be used:

Certificate marks		Federation category descriptors and mark ranges	
Honours	87+	Outstanding - an exceptional performance, both technically and artistically	90+
		Distinction - an excellent performance technically and artistically	87-89
First Class	81-86	Commended - a convincing performance technically and artistically	84-86
		Merit - a capable performance showing some artistic appreciation and/or technical ability	81-83
Merit	75-80	Moderate - a performance showing development of technique and/or communication	78-80
		Fair - a performance limited in its communication	75-77

In the Stage Dancing section certificates will only be provided upon request. The marks are awarded according to the All England marking scheme. Reference should be made to the Stage Dancing syllabus as to whether the section is an 'All England' qualifying Festival in the current year.

A medal will be awarded to each winner of Solo and Duet Classes provided that the winner obtains a minimum of 84 marks. It is a mark of merit and achievement by an individual.

Choirs, groups and troupes are awarded cups, salvers or other trophies; individual members do not receive medals.

The Stage Dancing section awards medals to first, second and third in solo, duet, trio and quartet classes. Medals cannot be purchased.

Awards (cups, salvers etc.) will only be made to winners obtaining 84 marks or more, and will normally either be presented at the conclusion of the class in which they are gained, or at a suitable point as printed in the programme. All winners must sign for their Awards.

Trophies are held for one year or until the following Festival if this is less than one year later, and recipients undertake to return them to the relevant Section Leader before the next festival, in as good a condition as they are received. Trophies may be engraved professionally at the winner's expense. Trophies remain the property of the Festival.

Details of eligibility for awards will be found in the relevant sections of this Syllabus.

11. MOBILE PHONES, VIDEO, FLASH PHOTOGRAPHY, AND ELECTRONIC VISUAL AND AUDIO RECORDING DEVICES

Mobile phones must be turned off during a session. No videos, flash photography, or recording by electronic and recording devices are permitted during a performance. This is to avoid disturbance to performers and also to comply with copyright regulations (permission from the 'PRS for Music' is required to make a video recording of a copyright work).

ANYONE NOT OBEYING THIS REGULATION MAY BE ASKED TO LEAVE. TEACHERS MUST MAKE THEIR PARENTS AND PUPILS AWARE OF THIS.

12. PHOTOCOPYING

The Committee wishes to draw attention to the fact that photocopying of copyright music is illegal unless permission has been obtained from the copyright owner. A performer may make one copy for their personal use for one occasion of a piece that is contained in a volume owned by the performer. This may be used as the adjudicator's copy and will be retained and destroyed. The Festival cannot be responsible for any infringements of copyright regulations and those infringing may be disqualified.

13. COMPLAINTS

Any complaint or objection to the Festival will only be considered if submitted in writing to the Hon. Secretary (whose name and address appears at the front of the syllabus) accompanied by a deposit of £10, which will be returned if the complaint or objection is upheld by the Committee.

14. ENTRANCE TO SESSIONS

Entrance to a festival session is free to performers who are performing at that session and their accompanists, teachers who have pupils performing in that session, patrons and season-ticket holders and Festival Committee members. For all other audience members please see the published entrance fees

An opportunity to Gift Aid the entrance fee will be available; please see the enclosed Gift Aid Declaration form; this form will also be available on the door.

Programmes will also be on sale on the door; the price will vary according to size and content. Programmes will not be available in advance of the first session of a section. The committee has the right to refuse admission.

15. GENERAL

The Committee cannot be held responsible for the safety of personal property on Festival premises. Those accompanying children are reminded that they are responsible for those children whilst on Festival premises, and children must not be left unaccompanied on festival premises. **See also the Hounslow Festival Child Protection Policy**

16. ADDITIONAL SECTION REGULATIONS

Where applicable, these will be published in the relevant section of the Syllabus.

***ADDITIONAL RULES FOR TEACHER / SCHOOL ENTRIES**

All the general rules and regulations of Hounslow Festival apply, with the following variations.

REGULATION 1 - teachers are invited to submit block entries. The entry form must include the Competitor's name, home town, age, class entered and fee for each pupil; own choice titles, composers and performance times should also be included where applicable. The teacher's signature will be deemed to certify all the ages. The Teacher must also sign the entry form to confirm that their Pupils and Parents have been made aware of the Safeguarding Policy.

REGULATION 2 - payment for entries should be made with a single cheque. Large amounts of individual cheques will not be accepted.