



#2 - 62 Westfield Drive • Regina, SK S4S 2S4
Phone: 757-1722 • Fax: 347-7789
e-mail: sask.music.festival@sasktel.net
website: www.smfa.ca

ADJUDICATOR BRIEFING INFORMATION

Dear Festival Coordinator:

Please find following this letter the following documents: "The Care and Feeding of your Adjudicator" and a sample Adjudicator Contract. A third document regarding briefing your adjudicators can be found on our website "The Adjudicator Briefing Guide".

This information is very important, so please take a few minutes to read it carefully. A short briefing has been sent to each adjudicator with a covering letter indicating they will receive a more in-depth briefing from the local festival committee. If you have any questions or concerns please contact the provincial office.

Yours truly,

SASKATCHEWAN MUSIC FESTIVAL ASSOCIATION INC.

C. Donhauser

Carol Donhauser, Executive Director
Saskatchewan Music Festival Association

Cd/Attach.

March 21, 2009

"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 as printed in the Annual Directory
- ♪ Attendance at a briefing session prior to the festival to highlight scholarship and rules pertinent to your local festival
- ♪ A detailed and instructive analysis of performances
- ♪ Decisive attitude and ability to back up decisions with reasoning
- ♪ Consistency in marking
- ♪ Ability to stay on schedule (if the scheduling has been done realistically by your committee)
- ♪ Professionalism at all times while working for your festival and for SMFA

What the Adjudicator can expect from you:

- ♪ All communication with the provincial office will have been completed by your committee, e.g. all information on the "Adjudicator Information" form is correct (number of working sessions, hotel location, secretary's phone number) and the travel & arrival plans of the adjudicator are confirmed.
- ♪ A (draft) festival program well before your festival to allow for some leeway in rearranging overloaded schedules and incorrect class placements of competitors.
- ♪ Reasonable scheduling - use the formula suggested by provincial office in the document "Arranging Your Program Guide".
- ♪ A welcoming phone call - fruit basket if possible - and communication to arrange for the briefing session prior to the beginning of the festival.
- ♪ Reasonable accommodation - quiet, comfortable. Check out your local accommodation to decide if it is suitable.
- ♪ Preferably a per diem for meals so that judges are not confined to eating in one place. This will also provide a ceiling for adjudicators with expensive tastes.
- ♪ Professionalism on the part of your committee. 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.
- ♪ A committee that is familiar with the General Regulations in the Directory and professional: never ask adjudicators to consider changing a mark or reversing a decision.
- ♪ Provide a quiet place for the adjudicators 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.**

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Date

Adjudicator name

Dear

It is my pleasure, on behalf of the Association, to invite you to adjudicate at the following Saskatchewan Festival(s):

YORKTON 3 days* March 30 (eve.) - April 1 Band / WW / Strings

***estimate of days only – Confirmation/Information form will be sent after festival close date.**

Upon acceptance of this offer to adjudicate the contract must be returned, completed and signed, to our office. **Offers to adjudicate not received within two weeks of issuance are considered null and void.** This contract is non-transferable.

An Information Form with more details and contact information of the local festival secretary will be sent approximately four weeks before your assignment(s). The local festival will forward a program to you prior to the festival.

- Fees are \$300.00 per day **regardless of the number of sessions.**
- Festivals are permitted to hire you for six consecutive working sessions without a break for a **two-day** festival, however, if you are hired for a longer period of time, break sessions **must** be included as part of your schedule.
- Travel reimbursement is 40¢ per kilometer (or airfare if applicable). Car rental is at your own expense.
- Adjudicators are responsible for making their own travel arrangements. Please take advantage of airline seat sales if possible.
- The local festival secretary will reserve hotel/motel or billet accommodation for you.
- A per diem for meals or an arrangement with the hotel/motel for meals will be provided by the local festival. *In the event you pay for your meals while at the festival, please keep all meal receipts to attach to your expense form.*
- **At the conclusion of your assignment, it is your responsibility to fill out the Expense Form provided by the festival and they will pay you directly for your services before you leave.**

Please e-mail, fax, or mail a *recent* biographical paragraph (in the third person) and photo to our office.

I sincerely hope that you will be able to accept the assignment(s). Contact the SMFA Provincial Office if:

- you are unable to fulfill the terms of this contract after acceptance.
- you do not receive Information Form(s) for the festival(s) you have been contracted to adjudicate.
- there is a conflict of interest (eg: your student/family member is entering this festival).

Please return the signed contract by e-mail, fax, or mail within two weeks of issue date.

I accept the above assignment(s): Yes _____ No _____

Adjudicator Signature

Home Phone

Work Phone

Address

City & Postal Code

Fax Number

E-mail

Yours truly,

Doris Covey Lazecki, Adjudicator Liaison

Please indicate here if you require a copy of the current Syllabus