

LEICESTER FESTIVAL OF MUSIC AND DRAMA

REGISTERED CHARITY 1052098

**A Member Festival of-
The British and International Federation of Festivals for Music, Speech and Dance
of which Her Majesty the Queen is Patron**

OFFICERS

President: Lord Mayor of Leicester
Chairman of Council: Mr M Hammond
Hon.Treasurer: Mrs G. Senescall

Hon. Secretaries and Members of Council

Chairman, Mr M Hammond, 12 Clarksdale, Great Easton, LE16 8SP	001536772241
General Secretary, Mrs G Senescall, 32 Nelson Street, Syston, LE7 2JQ	0116 2606274
Minute Secretary, Mrs K Hammond, 12 Clarksdale, Great Easton, LE16 8SP	01536 772241
Hon Treasurer. Mrs G. Senescall, 32, Nelson Street, Syston, Leicester, LE7 2JQ	0116 2606274
Entries Secretary for Drama and Music Sections- Mrs A,Pearson, 5, Southfields Avenue, Oadby, Leicester LE2 5GL	0116 2716824
Publicity, Vacancy	
Vocal Class Selection- Mrs J.Cunnew, 1. Gapstile Close, Desbeau Park, Desborough, Northants. NN14 2TZ	01536 765791
Trophies Secretary. Vacancy	
Chief Steward. Mr M Hammond, 12 Clarksdale, Great Easton,LE16 8SP	01536 772241
Member. Carol Abbott	
Member. Markian Lachman	

Emergency contact number during Festival - **07753255201**
(DO NOT RING THE SCHOOL NUMBER)

Bankers: HSBC,2-6 Gallowtree Gate, Leicester, LE1 1DA

Accountants: Matthew Meynell

Venue: Beauchamp College, Ridgeway, Oadby, Leicester.

The future of the Festival depends on new members who are willing to share responsibility for it's organization.

WE ARE URGENTLY IN NEED OF A TROPHY SECRTEARY WITHOUT WHICH TROPHIES WILL NOT BE PRESENTED WHICH WOULD BE A PITY

Please contact a member of staff if you are willing to help.

LEICESTER FESTIVAL OF MUSIC AND DRAMA

President:

Lord Mayor of Leicester

Vice President:

Mayor of Oadby and Wigston

Adjudicators engaged-

**9th November – Vivienne Redford & Jonathon Owen – Drama
Gabrielle Burgin-Lister & Elizabeth Emberson – Music**

**16th “ Gaynor Keeble & Dr. Elizabeth Stafford - Vocal
Barry Clark – Piano, Ivan Scott - Instrumental**

We welcome to Leicester Festival our adjudicators for this year. We hope they enjoy their time with us as we will enjoy their presence amongst us.

The C V'S of the Adjudicators are published in the Festival programme.

Young Performers Of The Year Trophies

**For information on these classes please call the Entries Secretary
0116 2716824 or ann.pearson5@ntlworld.com**

LEICESTER FESTIVAL OF MUSIC AND DRAMA

CHILD PROTECTION POLICY

PRELIMINARY STATEMENT: The safety of children and vulnerable adults is paramount and all, without exception, have the right to protection from abuse. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately. All the charities trustees, staff and volunteers have a responsibility to report concerns~

1. PURPOSE AND FUNCTION OF ORGANISATION

The Festival provides a platform for amateur performance combined with professional adjudication

2. ENVIRONMENT

The event is held at the Beauchamp College, Ridgeway, Oadby, Leicester. The Festival organisers together with Parents or Guardians / Carers/ Teachers and Stewards ensure, as far as is reasonably practicable, a safe environment

3. TO WHOM DOES THIS POLICY APPLY

This policy relates to children under the age of 18 years and those vulnerable adults of any age who are identified to the organisers prior to their arrival at the Festival. This should be done by contacting the address or telephone number on the Festival Schedule. In recognising the needs of children from minority ethnic groups and children who are disabled, the Festival actively seeks to meet the needs notified to the Festival by parents /guardians /carers and /or teachers.

4. FESTIVAL PERSONNEL

All personnel are volunteers recruited by recommendation of members of the Festival Council and agreed by the Chief Steward. All staff wear a badge and can be approached with any problem and they will contact the person designated as holding the main responsibility. Every incident will be taken seriously and recorded.

All Stewards will be in possession of a copy of the Policy together with details of their duties prior to the Festival

5. PREPARATION FOR ATTENDANCE AT THE FESTIVAL

You will have received this Policy through the post or via your child(ren)'s teacher. It is sent to you in order to ensure that you understand that the responsibility for the care of children at the festival is with parents / guardians / carers and that you must ensure that a responsible adult accompanies your child(ren) whilst at the Festival.

6. PERFORMANCE AND CHANGING AREAS

Performance areas are in designated rooms. The only changing facilities are in the toilet areas with no Festival Staff supervision. A practice room, where available, is unsupervised.

7. PHOTOGRAPHS. VIDEOTAPES AND PRESS PHOTOGRAPHY

This document is sent to you to make it clear that, where parents / carers do not wish photos to be taken, then the responsible adults attending with children or vulnerable adults are responsible for ensuring that children and vulnerable adults are not included in press photos.

A Press photograph is only taken with the permission of the Festival Secretary.

8 THE LEGISLATION AND GUIDANCE THAT SUPPORTS THIS POLICY

The Children Act 1989, The Police Act 1997, The Data Protection Act 1998.

The Human Rights Act 1998. The Protection of Children Act 1999. The Criminal Justice and Court Services Act 2000.

9. POLICY REVIEW

The organisers will constantly review their policy, improving and enhancing it as necessary.

In doing this they will look to the British & International Federation of Festivals for support and that body, in turn, will look to other agencies for good practice, most notably the NSPCC and Arts Council of England policy guidelines.

Revised 17th November 2005

LEICESTER FESTIVAL OF MUSIC AND DRAMA

PERFORMER GUIDANCE

Drama and Verse Speaking classes, Adult Music and Vocal classes and all choir classes will be held on the first Saturday are all prefixed 1. All Instrumental classes and Young People's Vocal classes will be held on the second Saturday and are prefixed 2. Performers, parents and teachers are asked read the Schedule for the Festival carefully, The entry form is for multiple entries, use the same form for both Music and Drama you are asked NOT to mix Drama and Music on the same form. Please read Rule 4 carefully

When selecting Drama, Music or Vocal pieces for your entry, please enter the appropriate class for that piece. For those whose standard is well in advance of their years, it is hoped that they will select their classes for entry according to standard where graded classes are shown.

ENTRIES ON THE OFFICIAL FORM ONLY ARE ACCEPTABLE. PLEASE PHOTOCOPY IF NECESSARY

Forms, which must be completed in full, **are separate from this book**. Additional **copies** are obtainable free by post on receipt of a SAE size C5 with 50p Stamp or by E Mail from the Entries Secretary. Cheques will not be deposited before the end of September.

ENTRY FORMS for Drama or Music, should be returned to named person on the entry form PLEASE SEND IN YOUR ENTRY EARLY. ENTRIES ARE TO BE RECEIVED BY 21st SEPTEMBER, AFTER WHICH NO ENTRY WILL BE ACCEPTED. NO EXCEPTIONS

The Council reserves the right to close any class with only one entry, and **if entries for any one particular class reach numbers which might preclude proper adjudication. See also Rule 15**

Performers will be advised of the time and place of the competitions. In the Duet, Trio and Quartet classes, such notification will be sent only to the competitor whose full postal address is given on the Entry Form, who will also receive Performance Admission Tickets for the other members of the ensemble. These tickets should not be surrendered as they will cover admission to all other classes.

Attention is especially directed to Rules 7 and 8 regarding the services of an Official Accompanist. Will teachers and parents please help our organisation in this matter.

Requests for Adjudication sheets not collected at the conclusion of the class, must be made to the General Secretary and be accompanied by a stamped addressed envelope. Music copies which are sometimes in books are expensive to leave and lose as has happened. Identify your copies and do not forget to collect at the end of the session. The Festival will not accept any responsibility for loss. Should it be necessary to return music by post Leicester Festival will not accept responsibility for the cost.

YOUNG PERFORMER OF THE YEAR TROPHY "FOR INSTRUMENTALISTS

"OUTSTANDING YOUNG VOCALIST OF THE YEAR TROPHY"

and "BBC RADIO LEICESTER ROSE BOWL" for Drama

The winners of classes where designated * throughout this Schedule qualify for Final Competition And the above trophies. Further details can be found on page 8 of this schedule and will be in the programme.

N.B. Competitors are advised, when ordering music, to state clearly "for the Leicester Music Festival of Music and Drama". Publishers have confirmed that all Test Pieces are available.

There is ample parking space for cars and coaches if the car park is full extra parking is available at the rear of the school. **PLEASE NOTE**, however, that you **SHOULD NOT PARK** on Ridgeway which is a one way system and a bus route, or on the roads adjacent to the College. When exiting the car park into Ridgeway turn left only. All visitors are asked to observe the one-way system around the College buildings.

Light refreshments will be available on the College premises.

LEICESTER FESTIVAL OF MUSIC AND DRAMA

RULES OF THE LEICESTER FESTIVAL OF MUSIC AND DRAMA

1. **ELIGIBILITY:** Persons whose income is mainly received for performing or teaching, or who are qualified by degree or diploma, are not eligible to enter any class in the same branch of the art as that in which they are thus engaged or qualified. This rule does not apply to conductors. **OBJECTIONS TO THE STATUS OF ANY COMPETITOR MUST BE MADE BY THE PERSON OBJECTING, GIVING THE GROUNDS FOR THE OBJECTION IN WRITING, NOT LESS THAN 10 DAYS BEFORE THE DATE OF THE FESTIVAL.**

2. **AGE LIMITS:** The competitor's age on the 31st of August prior to the Festival will be deemed the age for purposes of entry. In any case of dispute competitors may be asked to produce proof.

3. **ENTRIES:** A separate form to be completed for each named person. All entries must be made on official forms and will be accepted if complete in all details, which includes details of piece/s selected for own choice classes. i.e Title-Work-Composer/Author.

No competitor may compete twice in the same class and no competitor may perform the same piece in different classes on either Saturday.

The order of performance will be determined by random selection. **The closing date on the Entry Form will be strictly observed.**

Solo entries under an assumed name are not permissible. No other competitor can be substituted for the original entry. Competitors in Duologue, Duet, Trio, Quartet and Choir may enter under a group name or title. The substitution of a member in the event of illness is permitted in these classes, but the Class Controller must be informed.

4. **REFUSAL:** The Council reserves the right to refuse entries and to decide any matter not provided for in these Rules.

5.(a). **OWN CHOICE DRAMA:** Entries will not be accepted unless the title of the chosen item and name of the author are stated on the entry form. In addition for Classes portraying character(s) the name(s) of the character(s) and author should be given.

A copy of "Own Choice" pieces must be sent with the Entry Form.

When selecting your piece for the drama section, make sure that there is no inappropriate language contained in it, should any containing such will not be accepted.

5.(b). **OWN CHOICE MUSIC:** Entries will not be accepted unless the title(s) works and composers are stated on the Entry Form. An original copy of the music must be produced on the day of the Festival. Unless stated in the schedule **ONE PIECE ONLY.** Vocal selection should suit the class entered-i.e. Folk in Folk, Songs from Shows in Songs from Shows etc. Duets sung harmony, not as dialogue.

Note! If an official accompanist is required see Rule 7.

5.(C). **NO CHANGE OF CHOICE SPECIFIED IS PERMITTED UNLESS NOTIFICATION IS GIVEN IN WRITING** to the Hon. Entries Secretary **before** the closing date for entries. Competitors offering a different piece on the day, will be adjudicated but not marked.

6. **PROMPTING OR DIRECTING:** In any class prompting or directing of a competitor or competitors is not permitted and will result in disqualification. This applies equally to Drama and Music entries.

7. **ACCOMPANIST FOR OWN CHOICE CLASSES:** For "Own Choice" classes, if the services of an official accompanist are required, a copy of the selected piece(s) must accompany the entry, clearly marked with the class number and the competitor's name, to the Hon. Entries Secretary with the Entry Form, failing which the services of an official accompanist will NOT be available. Where the services of an official accompanist have been requested, a competitor may not provide his/her own accompanist at the Festival. Any competitor unable to compete should notify the Hon. Entry Secretary.

Performers in "Own Choice" providing their own accompanist must ensure that accompanist is present at the appropriate venue when their performance is due, otherwise their entry may be withdrawn. If qualifying for the Final Competition, ensure the accompanist is available.

8. **ACCOMPANISTS IN SET CLASSES: Only official accompanists are allowed in the set piece classes.**

9. **SET PIECE CLASSES:** Where a particular edition or key of music is specified in the syllabus, no other must be used. All set vocal test pieces must be sung in English or in the language in which they were originally written. No vocal test piece may be sung in any other class than the one for which it is set.

10. **CHOIR CLASSES: Choirs are expected to provide their own pianist if needed.** Conductors are not eligible to sing with the Choir. Competitors must be bona-fide members of the Choirs in which they sing.

Note! the minimum number of voices in any choir is 8. No maximum. The term single voice refers to all male or female voices.

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11. **TIME LIMITS** in “Own Choice” classes must be strictly observed. The adjudicator’s remarks will not cover material performed after the time limit has been reached.
12. **MULTIPLE ENTRIES:** Performers entering for more than one Class risk clashing of timing in other competitions; Where this occurs the competitors are responsible for notifying the appropriate Class Secretary before the class commences. Performers not responding when called upon may be disqualified.
13. **PHOTOCOPIES:** These must comply with the publishers’ code of fair practice. Poor quality copies will not be accepted. A copy of the music of all “Own Choice” pieces must be brought to the competition for the use of the Adjudicator; this must be an original in good condition or a **publisher’s authenticated photocopy**. **Any photocopies left after the close of class will be destroyed unless authenticated.**
14. **UNCOLLECTED MUSIC COPIES:** The Festival will not accept FINANCIAL RESPONSIBILITY FOR THE RETURN OF “OWN CHOICE” PIECES. Such pieces should be collected by the competitor at the end of the class in which they are used or suitable arrangements made for their collection. Any not collected will be in the Festival Office.
15. **LOW ENTRY:** In the event of there being only one entry in any class, the Council reserves the right to declare ‘No Competition’, in which instances the entrant’s fee will be returned.
16. **AWARDS:** In each Class, First, Second and Third Certificates will be awarded in accordance with the Adjudicator’s decisions. An Adjudicator may also award a Merit Certificate if warranted. **Awards may be withheld if in the opinion of the Adjudicator, sufficient merit is not shown.**
17. **TROPHIES:** A Trophy must be signed for, by, or on behalf of its winner(s), who thereby undertake(s) to ensure its safe custody and return by 30th September. Winners under 18 years of age must obtain the signature of a legally responsible person.
18. **FINAL COMPETITION:** Where in any class it is stated that the winner will compete in the Final Performances for the best in class, the winner is required to attend; failure to do so may result in the performer being debarred from entering future Leicester Festivals. The winners of such classes will be given a ticket for the final. The classes for the Final performances will be published in the Festival programme. The order in which the performers take part may be subject to alteration prior to the event. In the absence of the winner for whatever reason, the runner-up in that class cannot compete for the trophy in his or her place.
19. **CONDUCT OF PERFORMERS:** Until called each performer will stay clear of the performance area. Competitors should respect other competitors when performing by not entering the class and thereby interrupting the performance, Mobile Phones must also be switched off.
20. **ADJUDICATORS:** No entrant, teacher or interested party may discuss any aspect of the festival with an adjudicator before, during or after classes, except at the invitation of the adjudicator. The Adjudicator’s decisions are final. Any objections should be made in writing to the Secretary within seven days of the event.
21. **DRESS CODE and CONDUCT:** Performers are reminded that importance is attached to their presentation before, during and after their performance. The way you move and look, matters, walk well and settle before you give your performance, make sure that the adjudicator can see you. Acknowledge any applause before and after performance with a smile and a bow. See also fuller explanation of Dress Code in Festival Programme
22. **COPYRIGHT LAW.** The Festival is bound by this law and cannot allow photography, tape or video recording, all of which are absolutely forbidden during performances or adjudication. To comply with the Copyright Act – The original manuscript for music or vocal performances must be on the piano while being performed, elsewhere photocopies can be used but will be destroyed after use unless they are authenticated copies.
23. **MEMBERSHIP.** Everyone submitting entries and each individual performer named on the entry form becomes an Honorary Member of The Leicester Festival of Music and Drama from the date the entry is received and remains in membership until the Annual General Meeting following the current Festival. The Festival reserve the right to deny membership in respect of refused entries. All Honorary members are entitled and encouraged to attend and vote at the meeting which is normally held on the last Tuesday in April. The actual date and venue will be published in the Festival Programme.
24. **DATA PROTECTION ACT 1984.** The personal data supplied on the entry form for the Festival will be used for Festival purposes only, in such a way that will preserve our exemption from registration under the Act. None of the personal data will be disclosed to any third party, except to computer maintenance organisations, when this is necessary in order to repair the equipment or computer programs, and as permitted by the act.

YOUNG PERFORMERS OF THE YEAR TROPHIES

The winners of classes where stated throughout this Schedule are required to take part in the Final Competitions. (List on Page 22.)
Drama to be held at the end of the afternoon sessions 9th November.
Instrumental and Vocal to be held at the end of the afternoon sessions 16th November
for the following Trophies

For Instrumentalists-"The Cooper Lybrand Young Performer of the Year Trophy "
For Drama-"The BBC Radio Leicester Rose Bowl.
For Vocalists-"The Outstanding Vocalist of the Year

A message to all competitors

The British federation of Festivals for Music, Dance and Speech, to which our Festival is affiliated, has recommended that each Festival should emphasise to all performers the importance of presentation before, during and after their performance.

The way you move and look matters very much,so, walk well and take your time to get settled before you give your performance. Make sure that, if you need a music stand, it is at a comfortable height for you and placed so that the audience can see you play. If you receive applause on your way to perform, acknowledge it with a nod and smile.

When you have finished performing do not rush away but stay to acknowledge the applause with a bow and a smile. Make sure you wear something smart and neat which does not restrict your breathing or your playing. Wear shoes that enable you to walk well and remember your face should be visible so that you can communicate fully with the audience.

Copyright Permission Waiver

N.B. The Federation has entered into an agreement with the Authors' Licensing and Collection Society to cover copyright permission for poetry and prose items, and for dramatic monologue work performed; we have added 5p to the entry fees for this purpose.Performers and teachers will be delighted to know that the 5p fee is being levied at speech and drama festivals affiliated to the British Federation of Festivals across the U.K., and that our living authors will be directly reimbursed for the performance of their works as a result of this. There will, therefore, be no need to apply for permission in respect of any poetry, prose or dramatic monologue items to be performed at our Festival.

YOUR CO-OPERATION IS REQUESTED

It is stated that all entries must be complete in all details of entry and in some cases must be accompanied by music or sample of own choice material. This information is passed to Accompanist's and Adjudicators before the Festival takes place. It is only fair to them that they become familiar with the subject before the event to enable a proper accompaniment and or adjudication whether it is Music or Drama.

LEICESTER FESTIVAL OF MUSIC AND DRAMA