

ROTARY
YOUNG
MUSICIAN COMPETITION

Guidance Notes



Guidance Notes for 2018 – 2019

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Guidance Notes for 2018 – 2019

Introduction

These guidance notes are written for Rotarian use only and should be read in conjunction with the Young Musician Information Pack. The guidance is a supplement to the Information Pack and is not intended to be prescriptive, more a guide to good practice. If there is any conflict between the Information Pack and the guidance notes, the Information Pack takes precedence.

The Information Pack is a standalone document containing all the necessary information for competitors, schools, colleges or other organisations to enable competitors to participate knowledgeably and confidently in the competition.

The Information Pack must be followed for regional and national finals. However, clubs and districts may vary at their discretion to suit individual circumstances any of the requirements of the Information Pack.

An editable Young Musician competition poster is available from the RIBI website.

Clubs are advised to arrange their own publicity for all stages of the competition. Experience shows that local papers are more interested in local people than large events held locally.

Competition organisers should remember this is a competition for young people as distinct from a Rotary function. Rotary formalities should be kept to a minimum. Looking after competitors and their supporters should be a priority and preferential treatment should be given to the competitors and their supporters rather than to Rotarians.

Regional and national competition organisers should consider inviting the local mayor and/or dignitaries to the competition. This provides an excellent opportunity to spread the word about our youth opportunities.

Competition organisers, particularly for regional and national competitions should send an invitation to the sponsors who may be happy for a local representative to attend regional competitions.

Clubs and districts are encouraged to place the results and photographs on their websites and let schools know this has been done. This must be done in accordance with GDPR, Privacy and Photography guidance, available on the RIBI website.

Competition organisers are encouraged to liaise with appropriate district officers to promote the events to the media and to promote Rotary.

Venues chosen should have suitable facilities for the competition and supporters. It should be remembered that the national final of this competition invariably comprises students performing to a very high standard of musicianship. Organisers of the national final should be aware of this in the choice of a venue. Ideally, chosen venues should be such that reflect the prestigious nature of the competition and should afford competitors a venue capable of enhancing the musical experience well beyond that encountered in school halls etc.

Consideration should be given to the provision of a suitable piano. It may be considered desirable that a grand piano is most appropriate but it should be borne in mind that there are very good upright pianos on the market and their use is preferable to a grand piano which is not in the best condition. Organisers should seek expert opinion if in doubt. For regional and national finals the piano provided, must be an acoustic piano; the use of digital pianos is not acceptable.

Competition organisers, particularly for regional and national competitions, should view this competition as an opportunity to showcase Rotary and every effort should be made to create a competition that highlights and promotes Rotary.

Venues must have suitable access and facilities for competitors and supporters with special needs.

Competition organisers should take account of religious, school holidays and examination periods when planning events.

If the event is more than three hours duration, light refreshments should be provided or available. Sponsorship could be sought to offset the cost.

Travelling time to and from the venue should be considered.

The Information Pack and Guidance Notes will be reviewed annually. Any proposed amendments should be submitted to the Rotary Home Team – Youth Competitions Co-Ordinator, young-musician@rotaryqbi.org by 31 December 2018 to allow time for consultation prior to publication of the 2019-20 Guidance and Information Packs.

RIBI Policies and Procedures to be followed

(For the purpose of this guidance, when referring to ‘youth competitions’ we mean the Young Chef, Youth Speaks, Young Musician, Young Photographer, Young Writer competitions).

Child Protection/Safeguarding: The RIBI Safeguarding Guidelines MUST be followed. Youth competition organisers are advised to liaise with Club and/or District Safeguarding Officers.

Health and Safety: Health and Safety procedures MUST be followed. Youth competition organisers are advised to liaise with Club and/or District Health and Safety Officers. Even if youth competitions are acceptable events under the RIBI Insurance Policy, the Rotary Event Checklist and a Risk Assessment Form MUST be completed.

Insurance: Youth competition organisers MUST check the RIBI Rotary Club Insurance Guide annually - available on the RIBI website. As our insurance policies are reviewed on an annual basis, changes to cover may be made from year to year.

For Rotary Year 2018-19, Rotary's insurance brokers, Bartlett & Company Ltd, have indicated that the Young Musician competition is an acceptable event and therefore notification about Young Musician competitions is not necessary.

General Data Protection Regulations (GDPR): With GDPR effective 25 May 2018, all personal information collected MUST be GDPR compliant, including information for all youth competitions. With this in mind, all of the forms and procedures for youth competitions are being reviewed and updated to be GDPR compliant and will be available for the youth competition entries. Once available and on the RIBI website to download (anticipated mid-late July 2018), they will also form part of this guidance document which is being issued in advance.

The following are being developed/revised for the 2018/19 youth competitions and MUST be adhered to by all those administering, collecting or holding personal information in respect of the youth competitions:-

- A privacy notice compliant to GDPR will be introduced to cover all youth competitions and must be publicised and adhered to by all those involved with the youth competitions.
- Youth competition Entry Forms are being revised to be GDPR compliant. Those organising youth competitions must only accept the revised GDPR compliant Entry Forms. Districts should check that the appropriate GDPR compliant Entry Form was used from the outset at club level should the participant progress to the district level stage of a youth competition.
- **No photographs** of entrants are to be requested in advance of a youth competition and are not to be included in programmes for the events at any stage. The provision of a photograph and appropriate written permission to use it for publicity purposes must be obtained from the parent/guardian and must be sought only after the winner has been identified. Permission for photographs should be sought in conjunction with the arrangements to contact the winner regarding PR opportunities.
- All forms upon which personal information is collected must have a separate ‘privacy notice’ section ON the form, detailing a summary of what personal information is collected, how it will be used, who it will be shared with at the various stages, and for what purpose. The privacy notice on the form must also advise when the personal information will be destroyed (see below). There must also be a reference to the more comprehensive general youth competitions privacy notice that will be available on the RIBI website.

As per the parameters set by the RIBI Home Team and the privacy notice for all youth competitions, all documentation, including spreadsheets, databases, etc, (whether at club, district, regional or national level) relating to youth competitions containing personal information **must be destroyed 3 months after the date of the relevant youth competition NATIONAL final** (in the case of the Young Writer and Young Photographer youth competitions, the documentation would be destroyed 3 months after the deadline date of the Final Round as these two competitions do not have a national final 'event'). In other words, a club involved in a Young Musician competition has a responsibility to ensure that all those persons involved in administering that competition and holding personal information, must destroy the entry forms and all other documentation/spreadsheets etc. associated with the Young Musician competition 3 months after the Young Musician National Final.

Who can take part?

The competition is open to all schools and college communities including those that are home educated and any other young peoples' community organisations, for example, community RotaKids, community Interact, Scout Groups, Girl Guides.

All students (amateur) should be in full time education up to the age of 17 on 31st August 2018. It should be noted that competitors may be 18 at the time of some or all stages of the competition e.g. a competitor who may be 17 on 31st August but turns 18 on 1st September is allowed to enter.

Students should enter the competition organised by the local Rotary club through their respective group as detailed above. Individual requests by teachers or other individuals should not be accepted.

Competitors, schools, colleges, and organisations may participate in a district competition that is outside their geographical boundary, but may compete in only one club or district competition.

Please note this competition is intended for amateurs; for the purpose of the competition, an amateur is considered to be a person whose main source of income is not made from musical performances, although there may be occasions when the receipt of occasional out of pocket expenses or prizes may be received. The competition is **not open to full time students of music or performing arts**, studying for a qualification above A Level or equivalent.

There are two categories in the competition:

- solo instrumental
- solo vocal

Questions regarding eligibility should be referred to the national organiser, at young-musician@rotarygbi.org

When sending out the Information Pack /entry form/competition details, correspondence should clearly specify the name of the Rotary club, the name and address of the recipient for the entry forms and the return date, along with any other information required such as a profile of the school. Different information may be required at each of the different stages of the competition. At all stages, GDPR/Privacy Statements must accompany any requests/forms which collect personal information.

Rotary clubs should follow up with schools, colleges and organisations to which they have sent Information Packs.

The Four Stages of the Competition

The four stages of the competition in the Information Pack are designed to fit in with the school year.

Clubs are advised to contact schools between May and June to plan their competitions between September and December.

Clubs and districts are at liberty to amend various sections of the Information Pack to suit their competition and administrative needs. However, the section on 'RIBI Policies to be followed' **must not** be amended. It is strongly recommended that districts follow the procedures outlined in the Information Pack. The Information Pack must be followed for the regional and national finals.

Clubs and districts must take responsibility for travel and subsistence costs incurred by competitors entering the various stages of the competitions. There is no funding from Rotary other than costs, such as venue, judges, prizes and refreshments associated with the national final.

Local Heats

These are organised by local Rotary clubs, individually or jointly. Two or more clubs could run a joint event if a club does not have sufficient entries for an individual event.

The only prescriptive date in the competition timetable is the national final date which will not be before 1 May each year. Clubs, districts and regions are at liberty to set their own competition dates to meet the prescriptive dates.

It is suggested a range of dates for regional competitions is agreed by districts through their regional contact on the RIBI Home Team. Setting a range of dates for the regional competition enables districts to do the same prior to their district assemblies. This in turn enables clubs to plan their own competitions.

Clubs should check the competition timetable with their districts.

Districts should provide the arrangements for district preliminary rounds and finals, to clubs as soon as possible. Districts should specify the information required for the district competition and the date by which it is required.

Club organisers should ascertain from the district organiser the arrangements for the district competition; this may be more than one round, depending on demand. If this is established prior to the local heat, the winner and supporters can be advised of the arrangements for the district competition at the local heat.

Club organisers should ascertain from the district organiser prior to the local heat, what information is required by the district organiser for the district competitions and the date by which it is required. Club organisers should obtain the required information from their winner and pass it on to the district organiser by the required date.

District Competitions

For high numbers of entrants, it will be necessary to hold preliminary rounds prior to a district final.

It is recommended that a competitor be allowed to compete in a district competition only when he/she has first taken part in a club competition or, under exceptional circumstances, has been judged to be of adequate standard by the District Youth Service Chairman or that person's representative.

District organisers need to provide clubs with the details of the district competition as soon as possible. At the same time district organisers should inform clubs of the information required for the district competitions and the date by which it is required.

The District Youth Service Chairman within a Region will, prior to the district events taking place, agree whether they will be putting forward the winner only or winner and runner up to the regional final.

Only the winner of the regional final will go forward to the national final.

District organisers should ascertain from the regional organiser the arrangements for the regional competition prior to the district final, so that the successful competitors at the district final and their supporters can be advised of the arrangements for the regional competition at the district final.

District organisers should ascertain from the regional organiser, prior to the district final, what information is required by the regional organiser for the regional competition and the date by which it is required. District organisers should liaise with club organisers to obtain the required information from the successful competitors and pass it on to the regional organiser by the required date.

Regional Finals

For the purposes of organising regional finals, the districts within the 8 Regions for 2018-19 will remain the same:

Region	Districts
1	1010 1020 1030 1230
2	1040 1070 1220
3	1080 1130 1240 1260
4	1090 1120 1145
5	1110 1175 1200
6	1060 1100 1150 1210
7	1180 1190 1285
8	1160

Each district should take it in turn to organise the regional finals. Districts, in consultation with their regional co-ordinator on the RIBI Home Team, should agree the cycle below, ideally, so that districts only organise one regional final per year.

It is the responsibility of the District Youth Service Chairman (DYSCs) to:

- agree amongst themselves which district will be responsible for organising the regional finals. This normally rotates amongst the districts
- agree a range of dates
- agree the budget and cost sharing arrangements amongst the participating districts
- agree prizes and trophies
- once the organising district has been agreed the regional co-ordinator needs to be informed by 15th July 2018
- Each district should take it in turns to organise the regional finals.

District Youth Service Chairman within a Region will prior to the district finals taking place, agree whether they will be putting forward the winner only or winner and runner up to the regional final. Only the winner of the regional final will go forward to the national final.

If districts decide to send only the winners to the regional final, this means that there would be a maximum of eight competitors (6 in Regions 4, 5 and 7) which is considered a manageable number. If districts agree to winners and runners-up going forward, they should be aware of the cost and time implications.

Regional organisers need to provide district organisers with the details of the regional final prior to district finals. They should provide district organisers with the information required for the regional final and the date by which it is required.

Regional organisers should ascertain from the national organiser the arrangements for the national final prior to regional finals, so that the winners of regional finals can be advised of the arrangements for the national final at the regional final.

Regional organisers should ascertain from the national organiser, prior to regional finals, the information required by the national organiser for the national final and the date by which it is required. Regional organisers should liaise with district organisers to obtain the required information from the winner and pass it on to the national organiser by the required date.

Regional organisers should provide the name of the winner of the regional final and the district contact details to the national organiser within the time specified.

Regional organisers should ensure the regional winner's district organiser provides the national organiser with the details required for the national final within the time specified.

National Final

The 2019 National Final: **Saturday, 4th May 2019** at **Colchester Institute, Sheepen Road, Colchester, Essex, CO3 3LL**

District contacts should provide the following information for each finalist to the national organiser at least **four weeks** before the national final:

- Entry Form

District contacts should provide the following information for each finalist to the national organiser at least **two weeks** before the national final:

- Three copies of their selected works with variations clearly marked.

RIBI does not fund any expenses of the regional winners to attend the national final. The district treasurer for the district hosting the national final should be responsible for the finances of the national final. Rotary will reimburse receipted expenses up to the allocated budget.

Any district wishing to host the national finals in future years is invited to apply to the Rotary Youth Service Chairman, Chris Williams, young-musician@rotarygbi.org

Competition Guidelines

Format

This is a competition at which competitors are judged within the context of a live performance. No recorded medium, in any format, should be considered and in regional and national finals will not be accepted. Competitors perform a selection of works of their own choice.

Competitors may perform the same piece/songs in in each and/or subsequent stages.

Competitors may perform from memory or from music at any stage. In the case of vocal candidates, it should be remembered that part of the assessment of the performance concerns communication with the audience and performing from a copy of music may prevent candidates from achieving this criterion to the fullest extent.

Competitors should be accompanied by a single instrument in sympathy with the performance; vocalists may accompany themselves. In the case of vocal, guitar and percussion candidates only, CD backing tracks are permissible. However, the backing track must not contain the part being performed by the competitor; in such cases where the backing track does contain the part being performed by the competitor, the judges will disqualify such candidates from the competition. Backing tracks are solely the responsibility of the competitor who must provide the performing medium (audio player, amplifier etc.) and who will be permitted to have someone to operate the equipment. This will not be the responsibility of the organiser.

There may be occasions when the context of a performance does not require an accompaniment e.g. in the context of traditional folksongs or music written expressly for solo instrumental performance such as J. S. Bach's Cello Suites or Debussy's 'Syrinx' for solo flute. In such cases, candidates would not be expected to 'manufacture' an accompaniment never intended by the composer.

An acoustic piano, either a grand or upright (the organisers having established which is the most suitable and appropriate) will be provided for competitors or accompanists at all stages of the competition. No other instrument will be provided. Competitors must provide their own accompanists; no 'official accompanist' will be provided.

It should be noted that competitors offering solo piano do not require an accompaniment. Competitors offering solo piano should not have any other instrument playing. This would make the performing ensemble a duo, trio, quartet etc. and would not satisfy the competition criteria of 'solos instrumental performance'.

If a competitor provides an electrical instrument the competitor must present an up to date PAT certificate to the organiser on the day of the competition. Failure to do so will disqualify the competitor from the competition.

Adjudicators

It is recommended that two or three adjudicators are appointed by the organiser for a particular competition. Organisers should take into account the cost, which can be expensive, when deciding the number of adjudicators.

Adjudicators for the national final, appointed by the organiser, should be selected to meet the needs of each category.

It is recommended that the chairperson of the adjudicators is a person with extensive knowledge of adjudicating different musical performances.

For Regional or National finals, a Rotarian should not be appointed as an adjudicator.

At the end of the competition, the organiser will collect the adjudicators' score sheets. These will be retained by the competition organiser for a minimum of 3 months after the date of the National Final, after which they must be destroyed to comply with GDPR and the competition Privacy Policy.

Organisers should agree the format of the feedback. It is recommended that one adjudicator makes general comments prior to the results. Individual comments should be kept private: either spoken on a one to one basis or written. The adjudicators should be encouraged to give advice to the winners for the next round.

Judging Criteria

A Rotarian with no interest in the participating teams will review the scores to ensure accuracy before the results are announced.

Organisers should use considerable discretion in deciding whether to enter into correspondence or discussions following the event. If people are aggrieved, organisers should try to placate the grievances, particularly if it would help future participation but should resist reacting to a challenge of the result; however, an explanation in general terms on how the decision was made may help.

Prizes

It is important to present all competitors with a certificate for participating at each stage of the competition. A sample certificate, which can be personalised will be available from the members' area of the Rotary website. This can be adapted for club, district, regional or national competitions.

Clubs and districts should work together in setting prize levels, including trophies, and so try to avoid embarrassing situations where clubs give considerably more than districts can afford.

Regions should agree a policy for prizes and trophies at regional competitions.

Competition Procedure

Arrival

The order of performance should be determined by ballot either prior to or at the competition. However, favourable consideration should be given to reasonable requests to perform at a particular time.

If the order of performance is determined prior to the competitions, the organiser may decide to inform entrants prior to the competition rather than at the competition.

Late arrivals should be accommodated at the end of the programme if possible.

Requirements

Competitors must provide **three copies** of their selected works for the adjudicators. Competitors failing to do so should be adjudicated but the assessment may be adjusted accordingly. It should be noted that competitors playing guitar must submit copies in staff notation: tablature is not an acceptable alternative, although competitors themselves may play from tablature. Photocopying facilities are unlikely to be available at the competition venue. Copies will be required at least two weeks for the National final.

Photocopies of music published as individual pieces should not be permitted unless competitors can provide written permission from the publishers.

Photocopies of music not published as individual pieces but in an anthology, should be accepted provided the competitor has a copy of the original publication.

All photocopies should be retained and destroyed immediately after the event.

Cuts to competitors' parts are not permitted.

If there are any variations to or extemporisation in the competitors' parts, they must be clearly marked in the copies for the adjudicators. Any extemporisation of 20% or more is likely to affect the adjudicators' assessment.

Cuts to the accompaniment should be avoided. However, cuts are permissible to edit long introductions or long passages in the accompaniment where the competitor is not involved. Any cuts to the music must be clearly marked in the copies for the adjudicators.

Performance

Organisers should make every effort to arrange a suitable music facility as the venue for the competitions. Venues must have practice areas available for the competitors and their accompanists. Consideration must also be given to the provision of a suitable piano for both competitors and accompanists (see the advice in the introduction).

Venues must hold a Performing Rights Society (PRS) Licence. If not, the organisers need to acquire one from PRS, www.prsformusic.com Tel: 020 7580 5544.

Organisers should consider the need and practicality of providing amplification, particularly for the national final. Discretion of the organisers should advise competitors if microphones are to be provided or not.

A master of ceremonies should invite each competitor in order of the ballot to come to the front or stage to perform. Competitors may introduce their selection of works.

The selection of music should consist of a minimum of two pieces in contrasting styles which may be differing movements of the same composition.

It is recommended that performers should include some variety of style and musical period in their choice of music. The balance of the programme should be taken into account by the adjudicators in the case of a tie.

In the instrumental category, except for percussion, competitors should play only one type of instrument. Percussionists may combine tuned and untuned percussion in their performance but this is not compulsory.

Vocal competitors should select songs suitable for a family audience. Giving due consideration to the appropriateness of the lyrics.

The time for competitors' performance should not exceed 10 minutes. The timing should begin when the competitor first begins to play. The adjudicators will not judge that part of the performance after ten minutes' duration.

The performance time for Local Heats and District finals may have local variations. Interested parties should check performance times with their local Rotary club.

Amplification although permitted should not be provided by the organisers. Performers must provide their own amplification with an up to date PAT certificate. This must be indicated clearly to competitors.

Photographs must not be taken, and audio nor video recordings in any format must not be made by anyone other than those nominated by the organiser.

Results

After the adjudicators have determined the result of the competitions, one or more judges should comment on their observations before announcing the result.

Working with Children

Rotary International in Great Britain and Ireland has adopted this statement of policy in working with children, the vulnerable and those with disability and organisers must adhere to this policy at all times.

The needs and rights of the child, the elderly, the vulnerable and those with disability take priority. It is the duty of every Rotarian to safeguard to the best of their ability, the welfare of and prevent the physical, sexual or emotional abuse and neglect of all children, the elderly, persons with disability or otherwise vulnerable persons with whom they come into contact during their Rotarian duties.