

## **FESTIVAL GUIDELINES – 2013-14**

### **FOR JUNIOR COUNSELORS/TEACHERS**

In an effort to make your participation in the state festivals run as smoothly possible, your LFMC Festivals Committee has recommended that the following guidelines be observed.

#### **GENERAL RULES**

1. Festivals entries will be accepted **ONLY** from Junior Counselors/Teachers who are current members of a Federated Senior Club.
2. Festivals entries will be accepted **ONLY** from students who are members of a Federated Junior Club in current standing with regard to having paid dues. The number of entrants from any Junior Club **MAY NOT EXCEED** the number of paid members within said Junior Club.
3. Entrants in **ADULT FESTIVALS** **MUST** be members of a Federated Senior Club in current standing as to payment of Senior Club dues.
4. The **DEADLINE** for paying Junior Club dues AND Senior Club dues is: **NOVEMBER 1<sup>st</sup>. of the current year.** **The DEADLINE IS FIRM**, and will be observed **WITHOUT EXCEPTION** throughout the State. Any new Clubs formed after that date may not participate in the current Festivals, but must wait until the following year to enter their students in LFMC Festivals. Further, amended reports to add names of entrants after November 1<sup>st</sup>. will not be accepted. **Please: Check with your Festivals Area Chairman to learn the date he/she must have your dues.**

#### **PROCEDURES**

1. Every Junior Counselor entering students in Festivals **MUST HELP** with Festivals before, after, and/or on Festival Day. Check with your Area Chairman for specific arrangements.
2. Each Junior Counselor entering students in Festivals **MUST OWN** a personal copy of the **current *Junior Festivals Bulletin*** and is responsible for reading and following the rules therein. Please see pages 1 through 6 and any special rules governing the individual events your students might enter. The new Bulletin begins in January 2014.
3. Under no circumstances should a Junior Counselor or parent talk to a Judge about a rating or any concern or problem. These things may be discussed **ONLY** with the Festival Chairman.
4. In situations which call for disqualification, (photocopies, incorrect choice of literature, incorrect Class, music not memorized when required, inability to finish performance, etc.) the student will be allowed to play. The Judge will write an objective critique without saying anything to the student about the error. The student WILL NOT receive a rating, points, certificate, pin, or any other award. The Rating Sheet will be marked with “NR” (**NO RATING**) and a written explanation for the “NR” marking will be given.
5. Consider obtaining a listing of composers to be used as a resource to determine whether or not a composer is considered American. Two such sources are: *A Directory of American Composers*, available from NFMC or *Composer Dictionary*, by John Schaum.
6. The form **LFMC JF 32, Official Junior Club Application, is mandatory**, used to verify Pre primary entrants’ Date of Birth information; and also to attest by your signature and your listing by name each student entering the Festivals your compliance with Copyright Regulations.
7. Rating Sheets and Certificates are to be given **ONLY** to the Junior Counselor/Teacher, who may give them to their students. These **SHOULD NOT** be given to students **OR** to parents by a Judge or a Festivals worker.

**Cont.**

## KEEPING THE RECORDS STRAIGHT

1. Each Junior Counselor should keep accurate records of Classification, Rating, and Consecutive Superiors for their students. Use your Teacher List; keep these organized in a file; check the previous year Festivals records and CORRECT ANY ERRORS on your own sheets BEFORE SUBMITTING your current list in order to avoid compounding errors. NOTE: CONSECUTIVE SUPERIOR reflects the standing of an entrant as of the CURRENT YEAR (whether the student now has 2, or 1, or 3 Superiors, or 0 because the student made less than a superior in the previous year.)
2. Whenever a student requests to be considered for COMBINING POINTS toward earning a Cup It is IMPERATIVE that the Counselor/Teacher NOTIFY the Festival Chairman IN WRITING, BEFORE the Festivals, in order that the student's eligibility to effect this combining of points may be verified. The Festivals Chairman should in turn NOTIFY the LFMC Festivals Records Chairman of this request IN WRITING so that the correct procedure may be followed in allowing the student to receive the Gold Cup.
3. The student name should be consistent from year to year and must be spelled correctly. An incorrect spelling, or substitution of a nickname, will cause the student to show up as a new student (ANOTHER REASON for hanging on to your Teacher List!) If there is a justified reason for changing the name, provide the following information, IN WRITING, to the Festival Chairman by the entry deadline:  
Previous Student name, Current Student name, Club, District
4. In the event of a transfer, the current Junior Counselor should secure the past record of the student in order to place him/her in the correct Class, and must also provide the following information, in writing, to the Area Chairman by the entry deadline:  
Student Name  
Previous Club, district, city, and state  
Current Club, district, city and state.
5. Junior Counselors should contact the Area Chairman for REQUIRED PROCEDURES AND FORMS if they have a student who will be eligible for the 12<sup>th</sup> (or higher) Consecutive Superior, or if they have a student they wish to enter into the SCJM category.
6. Use only current forms. Check all forms for dates either in heading or footnoted. Teacher's List have been changed and the form is completely revised. Columns have been relocated to agree with LFMC Report of All Performers JF-22Excel spreadsheet.

## AWARDS

1. The LFMC Festivals Records Chairman would like all Area Festivals Chairmen and all Junior Counselors/Teachers to be aware of the procedures that will be followed in ordering Cups.  
  
Upon receipt of the Report of All Performers JF-22 (spreadsheet), these will be checked by the LFMC Records Chairman. The Area Festivals Chairman will be notified immediately by phone, email or letter of any errors or discrepancies in these Reports. When the Records Chairman has received assurance that all errors and discrepancies have been corrected, THEN cups will be ordered by the Records Chairman.
2. LFMC will NO LONGER cover the postage on correcting further errors in reporting of Gold Cup recipients when the error is the fault of the reporting Area Festivals Chairman or a Jr. Counselor/Teacher.
3. Certificates will be sent directly to Festival Chairmen by the National office. After the records are verified, each chairman will distribute the certificates to individual teachers.