



## REGULATIONS

### Please read carefully

1	<p><b>ENTRIES AND ENTRY FEES</b></p> <p>a. Entries are to be made using the online process by following the ‘Run my Festival’ link from the Festival website <a href="http://www.coulsdonpurleyfestival.co.uk">www.coulsdonpurleyfestival.co.uk</a> by <b>31<sup>st</sup> January 2024</b>.</p> <p>b. Entry fees cannot be returned in cases where the date or time of a class proves inconvenient to the performer. In the same instance, accompanist fees will not be refunded. Obviously detailed timetabling cannot begin until all the entries are received. Fees will <b>only</b> be returned if the whole class is withdrawn by the organisers.</p> <p>c. If fees are not paid at time of entry, then they must be paid by 31<sup>st</sup> January otherwise the entry may be withdrawn by the Festival.</p> <p>d. The Committee reserves the right to refuse entry.</p> <p>e. Late entries will not be accepted, and no switching of classes is permitted.</p> <p>f. Age categories apply to performers' ages (if 18 or under) on 1<sup>st</sup> January 2024.</p>
2.	<p><b>TIME OF COMPETITION</b></p> <p>a. Festival classes will run from 1<sup>st</sup> March to 23<sup>rd</sup> March 2024. See the current timetable on the Festival website. <a href="http://www.coulsdonpurleyfestival.co.uk/time-table.html">http://www.coulsdonpurleyfestival.co.uk/time-table.html</a></p> <p>b. A schedule will be issued to entrants once all entries have been collated.</p> <p>c. We cannot guarantee which day individual classes will take place and refunds will not be offered on that basis – including accompanist fees.</p>
3.	<p><b>MUSIC</b></p> <p>a. A copy of the piece of music selected by the entrant, must be provided for the Adjudicator on the day of the class.</p> <p>b. In Speech and Drama classes, a script of the own choice pieces must be provided for the Adjudicator.</p> <p>c. Performers may not perform more than once in any one solo class.</p> <p>d. The same OWN CHOICE pieces <b>may not</b> be performed in more than one class.</p> <p>e. Repertoire cannot be changed after the entry deadline has passed.</p> <p>f. Performers who have studied with the Adjudicator may not compete.</p> <p>g. <b>Photocopies</b> for use by the adjudicator will be accepted provided that the performer has already purchased his or her own printed copy. All photocopies will be destroyed by the Festival immediately after the event. All relevant copyright laws must be adhered to.</p>
4.	<p><b>PERFORMANCE</b></p> <p>a. All participants <b>under the age of 16 MUST BE ACCOMPANIED AT ALL TIMES BY</b> an adult with parental responsibility.</p> <p>b. The Festival encourages an awareness of presentation and urges performers to dress suitably and to take a bow at the end of their performance.</p> <p>c. The adjudicator’s decision, in all matters relating to the result of a class is final.</p> <p>d. <b>MARKS</b> will be awarded, and performers will be placed in the following categories according to their achievement: <b><u>MERIT, HONOURS, DISTINCTION AND OUTSTANDING.</u></b> Certificates will be awarded for each category. The winner, runner-up and third placed performers in each class may be announced by the Adjudicator except in classes where there are 4 or fewer entries where only the winner will be announced. In the event of a performer not reaching Merit standard they will be awarded a Certificate of Participation.</p>

	<p>e. Classes are open to <b>AMATEURS</b> only; i.e. An amateur is someone who does not derive his/her livelihood from the branch of performance defined by the class title, in which he/she seeks to enter the festival. In any ensemble, all members must adhere to that principle.</p> <p>f. <b>TIME LIMITS</b> stated in the Syllabus must be strictly observed. The adjudicator may, if this limit is going to be exceeded, stop the performance once they have made a satisfactory assessment of that performance.</p> <p>g. The Committee shall have the power to appoint or substitute other adjudicators without notice, where this is necessary.</p>
5.	<p><b>TROPHIES AND AWARDS</b> will be awarded to performers who give the best performance in those classes which are eligible for a specific prize, provided that the performance has earned an Honours, Distinction or Outstanding Certificate.</p> <p><b>CUP/TROPHY HOLDERS</b> are responsible for the safekeeping of their trophies. Any engraving undertaken shall be in an appropriate style and size and at their own expense.</p> <p><b>CUPS AND TROPHIES</b> won at the 2024 Festival should be returned, by arrangement and in a cleaned condition, to the Cup Secretary, by <b>6 February 2025 AT THE LATEST</b> by arrangement with Malcolm Dalton, <a href="mailto:cpfest.trophies@gmail.com">cpfest.trophies@gmail.com</a></p>
6.	<p><b>FESTIVAL RESPONSIBILITIES</b></p> <p>The Festival cannot be held responsible for any injuries sustained by any performer or member of the public whilst on Festival premises. The Festival also will not be held responsible for any loss or damage to the performers' copies, marksheets or any other property at the Festival. Comprehensive Risk Assessments for every venue within the Festival are updated annually.</p>
7.	<p><b>SAFEGUARDING</b></p> <p>The Festival aims to provide a safe environment for everyone who enters the event and all reasonable <b>Health and Safety</b> precautions will be made to ensure the safety of everyone who attends the Festival. Please refer to our <b>Child Protection Policy and Creating Safer Festivals for Everyone</b>, published on our website:  <a href="http://www.coulsdonpurleyfestival.co.uk/regulations-and-policies.html">http://www.coulsdonpurleyfestival.co.uk/regulations-and-policies.html</a></p>
8.	<p><b>PHOTOGRAPHY</b></p> <p>The Festival is bound by copyright laws and cannot allow photography, video or sound recordings, all of which are forbidden during performances or adjudications. Please refer to the <b>PHOTOGRAPHY AND FILMING POLICY</b> published on our website:  <a href="http://www.coulsdonpurleyfestival.co.uk/regulations-and-policies.html">http://www.coulsdonpurleyfestival.co.uk/regulations-and-policies.html</a></p>
9.	<p><b>PRIVACY</b></p> <p>We require certain information to maintain contact with you for the purposes of completing payment for entry, creating the Festival schedule and publishing the Festival programme. We maintain such information securely and do not share it with third parties (unless required by law eg BOPA applications). By completing the entry form you are confirming that you authorise the Festival to use the information for these purposes. Please refer to the <b>PRIVACY POLICY</b> published on our website: <a href="http://www.coulsdonpurleyfestival.co.uk/regulations-and-policies.html">http://www.coulsdonpurleyfestival.co.uk/regulations-and-policies.html</a> and to the additional provisions under <b>SAFEGUARDING</b> above.</p>
10.	<p>Any comments or observations should be submitted in writing to the Chairman within 7 days of the end of the Festival. <a href="mailto:cpfest.chairman3@gmail.com">cpfest.chairman3@gmail.com</a></p>