

General Festival Rules Pages 2-5

Conditions of Entry – Specific to Dance Section pages 6-9

JERSEY EISTEDDFOD

THE EXECUTIVE COUNCIL OF THE JERSEY EISTEDDFOD – FESTIVAL RULES UPDATED 2018

1. **COMPETITIONS:** Competitions are governed by the regulations set out in the Official Syllabuses.

The Festival takes place at various of the following venues: the Jersey Opera House, the Jersey Arts Centre, St Helier Parish Church, St. Ouen's Parish Hall and the Town Hall.

Competitors should ensure that they arrive in good time to take part in their class.

They will compete in the order shown in the Programme.

Any Competitor failing to appear in his or her turn without a valid reason may be disqualified.

Where a Competitor exceeds the time limit set out in the Official Syllabuses, marks will be deducted or the Competitor may be disqualified.

2. **IN THE EVENT OF ABSENTEEISM PLEASE CONTACT THE FOLLOWING**

French: Mrs Sylvie Berthouloux E-Mail: tberthoul@hotmail.com Mobile : 077977 68678

Dance: Mrs Stephanie Marett, E-Mail: smarettdance@gmail.com

Jèrriais: Mr C Ireson Tel 449290 (office) , 726871 (Home)

Music: Sue de Gruchy Mobile 07829 880086 email: eist.music.chair@gmail.com

English, Speech And Drama: Mrs Pat Sabey, E-Mail: sabeypat@hotmail.com Tel: Mob: 07797 724499

Modern Foreign Languages: Mrs Christine Jackson Email: c.jackson@hv.sch.je

3. **DATA PROTECTION (JERSEY) LAW 2018:** The personal information relating to candidates collected by Jersey Eisteddfod will be held and used for the purposes of Registering as a Competitor in the Jersey Eisteddfod. This information may be shared with a contracted third party, 'Run My Festival', for the purposes of administering entries into the competitive classes of the Jersey Eisteddfod, but will not be further disclosed or shared without your consent. For further information about how your information will be processed, please read the Privacy Policy on our website www.jerseyeisteddfod.org.je or contact the relevant Section Chairman or e-mail the General Administrator on admin@jerseyeisteddfod.org.je

4. **JERSEY EISTEDDFOD - PRIVACY STATEMENT:** The personal information concerning your address, both postal and e-mail, and mobile and landline numbers, that is collected from you when you register to enter a class is kept securely. We keep this personal information to enable us to contact you should this be necessary regarding your entry or should you become a trophy winner. It also enables us to send you information about forthcoming events in the Jersey Eisteddfod.

We respect the privacy and confidentiality of your information and will not disclose it to third parties (other than Run my Festival) without your consent unless required to do so by law.

You have the right to see the information we have about you and you have the right to ensure that any inaccurate information we have about you is corrected. To exercise this right please contact the General Administrator at admin@jerseyeisteddfod.org.je or tel: 01534 854529.

Please read the full Privacy policy on the Jersey Eisteddfod website.

5. **DISCLAIMER:** The Executive Council of the Jersey Eisteddfod does not accept any liability in respect of any person attending the venues used throughout the Festivals. Minors are the responsibility of their parent, guardian or teacher at all times. The rules of the Jersey Opera House, the Jersey Arts Centre and any other venue shall prevail in respect of backstage access for any purpose.

6. **FIRE REGULATIONS:** Please follow the advice of the Door Stewards who have been trained by the Management of both the Jersey Opera House and the Jersey Arts Centre.

7. **SAFETY BACKSTAGE:** Anyone going backstage MUST sign in and out with the person on the Pass Door.

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8. UNATTENDED PROPERTY: The Executive Council of the Jersey Eisteddfod will not be responsible for the loss of any articles of value left in any venue, either Backstage or Front of House.

9. INSURANCE: The Executive Council of the Jersey Eisteddfod does not hold insurance for Competitors' property. The responsibility for insuring personal property (e.g. musical instruments, furniture, theatrical 'properties' etc.) rests with the Competitor.

10. LOST PROPERTY: Articles found in the Jersey Opera House or the Jersey Arts Centre should be handed to a Door Steward at the Festival and may be recovered between 10.00 a.m. and 5.00 p.m. daily, during the Festival.

Articles found in any other venue should be handed to the relevant Chairman/Steward.

11. PHOTOGRAPHS / UNAUTHORISED RECORDING: It is common practice for names and photographs to be published in the local media when the Jersey Eisteddfod holds either of its two Festivals. When submitting your entries you will be asked to give your permission.

11.1. The Jersey Eisteddfod reminds both Competitors and audiences that there is an absolute ban on any kind of unauthorised recording of its proceedings, both during performances and backstage. As a result, the Jersey Eisteddfod takes NO responsibility for any images that may appear on any social media without permission.

12. COMPETITORS WITH SPECIAL NEEDS:

Teachers and parents should be aware of their responsibilities in entering performers with limited capabilities or special needs, bearing in mind the limitations imposed by the stage and the surrounding environment. Teachers or parents should pass on to the Adjudicator, via the Organisers, any relevant information which might have an impact on the Adjudicator's task.

13. COPYRIGHT:

All performances using music and new drama from shows in current production may be subject to copyright law. Songs from shows in current production may be sung as a concert item i.e. with no costume or movement without the need for copyright permission. When movement or costume are included, copyright permission is required, the Festival Committee accepts these entries on the basis that the appropriate copyright permission has been sought and obtained. Performers or teachers with queries on how to obtain copyright permission before making their entries for performance items should contact Festivals House on 0906 302 130 - calls cost a maximum of 50p per minute.

14. MARKING WILL BE IN THE FOLLOWING CATEGORIES

PLATINUM	OUTSTANDING
GOLD	DISTINCTION
SILVER	COMMENDED
BRONZE	MERIT
COPPER	FAIR

15. SECTION AWARDS as in the Official Syllabuses will be awarded by the Adjudicator and presented after the final adjudication.

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16. TROPHIES

16.1. All trophies are perpetual.

16.2. Before leaving the venue where the class has taken place, winners should complete the form which accompanies the trophy, and hand it in either at the Adjudicator's desk or to a Door Steward .

16.3. Information about the trophy will be sent from the Trophies Committee and the TROPHY MAY NOT BE ENGRAVED until this has been received.

16.4. Trophies must be returned either before/on the entry date of the following year's Festival or a subsequent entry may be refused.

16.5. A permanent visual reminder will be in the form of a parchment, currently contained in the Trophy Record Books and a copy of this may be downloaded from the Website. Hard copies may be obtained by contacting the Trophies Committee on Tel: 483775.

17. NEW TROPHIES: The Jersey Eisteddfod would like to record its thanks to all past donors. Their generosity is greatly valued. To maintain the current standard, various guidelines have been set up and Section Chairmen are in possession of these. No trophy should be purchased without discussion with the Section Chairman. It is our intention to safeguard your donation and ensure it becomes a valued asset.

18. TROPHY RECORD BOOKS

Four leather bound volumes, donated by Deutsche Bank, contain the names of all trophy winners and will be on display in the Opera House.

19. DISPUTES

In the case of any dispute where the Adjudicator is unable to resolve the issue, an Arbitration Committee shall be convened to settle the matter. The Committee shall consist of the relevant Section Chairman and Secretary, together with the Chairman of the Executive Council or one other Officer acting as Chairman. The dispute shall be submitted by the competitor to the Arbitration Committee in writing.

20. SAFEGUARDING PROCEDURES (CHILD AND VULNERABLE ADULT PROTECTION)

The aim of the Jersey Eisteddfod is to be a force for the promotion of the Arts in Jersey. The welfare of all who take part in its Festivals is of paramount importance and all participants – but especially children, young people and vulnerable adults – have a right to protection from abuse. All suspicions and allegations of abuse will be taken seriously and receive a swift and appropriate response. Every reasonable step will be taken to ensure that all competitors, and those who supervise them, are protected.

No single organisation can guarantee protection but the aim of the Eisteddfod is to ensure that every participant in its events is provided with the maximum protection that is humanly possible so that their participation in the Festival is an enjoyable experience.

The Jersey Eisteddfod accepts that in promoting participation in the Arts in Jersey it is put in a position of trust and caretaking and is thus most concerned to ensure that this does not lead to a situation whereby any of the participants can be abused. It is the intention of the Eisteddfod that this trust is widely known so that all participants feel themselves able to disclose any abuse to which they believe they have been subjected. It is equally the case that the Eisteddfod does not wish to see an occasion arise where those who have the care of the participants are placed in situations where abuse might, without justification, be alleged.

The Jersey Eisteddfod understands the need to monitor risks by identifying those people who might need protection and ensuring that those in authority are right and fit people for the purpose. The supervisors of Eisteddfod functions therefore always give priority to the welfare of the participants. Should a problem be reported to one of the supervisors, it will receive due attention with the minimum delay.

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In certain Sections of the Festival, it will be necessary for the participants to use back-stage accommodation to prepare themselves for their performance. All rooms used for costume changes shall be allocated on a single-sex basis. No adult, unless the adult be a Parent of the contestant or a Responsible Adult, shall share a dressing room with a child, young person or vulnerable adult. **With the exception of the Dance Section**, the Jersey Eisteddfod will ensure that there are a sufficient number of suitably qualified chaperones at all times both in the Dressing Rooms and for the purpose of conducting the participants to and from the stage or performance area. For safeguarding and privacy reasons, the Jersey Eisteddfod does not provide Chaperones for the Dance Section in the Dressings rooms. It will be the responsibility of each school/teacher to ensure they have the sufficient chaperone to child ratio throughout the Festival whilst their pupils are backstage. (Please see Conditions of Entry specific to the Dance Section on Page 8, clause 37)

Definitions of terms used:

Children: anyone under the age of majority, that is to say 18.

Young people/person: children who are in the upper age range and who prefer that term.

Vulnerable Adult: any person who is, or may be, in need of community care services because of mental disability or other disability, age or illness and who is, or may be, unable to take care of himself or herself or unable to protect himself or herself against significant harm or exploitation.

Parent: either of the parents or the legal guardian of the child or young person or any person about whom the Jersey Eisteddfod has received written authority, from the Parent.

Responsible Person: any Parent or appropriately authorised person of whom the Jersey Eisteddfod has received due notification with regard to the participant concerned, prior to the commencement of the relevant Festival.

GENERAL ADMINISTRATOR: Mrs Christine Hamon Tel:854529 Email:admin@jerseyeisteddfod.org.je

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CONDITIONS OF ENTRY-SPECIFIC TO DANCE SECTION

1. Age is taken as of the 1st September 2018. Please refer to individual classes for the respective age restrictions. The maximum age for entrants is 21 years.
2. Entrants in the Dance Section, other than the Schools, Clubs and Associations classes (for classes 440A, 440B, 441, 442A, 442B), must be entered by a registered dance teacher resident in the Channel Islands.
3. No entrant under 13 years is allowed to perform Pointe work (including the wearing of Pointe shoes) in any class/section.
4. Entrants can only perform in one class in any one solo section.
5. Entrants may enter more than once in any other section ie duet/trio/quad and groups.
6. All group classes must consist of a minimum of 5 entrants and no more than the maximum of 40.
7. Entry applications must be submitted on an official 2018 application form with FULL PAYMENT by the closing date. No late or incomplete entries will be permitted.
8. Entrants may be required to show proof of age when requested to do so by the Chairman.
9. No student in full time professional dance training is permitted to enter.

CONDITIONS OF PERFORMANCE

10. Entrants in the ballet classes are not required to wear a classical tutu. Any other suitable costume is perfectly acceptable. There is no requirement for any entrant to wear elaborate and/or expensive costumes. Whilst costumes are there to enhance the performance they are not necessarily included in the adjudication and therefore will not add to the overall final mark.
11. Please refer to the individual classes for the time limits.
12. Tap is debarred **except** in Song and Dance, Tap solo, Tap Duet, Tap Trio, Tap Quad and Choreography classes. No additional recorded tap sounds are allowed on the music choice used.
13. No singing is permitted by the entrant **except in** solo Song and Dance, Group Song and Dance and all School, Club and Association classes. No additional recorded vocals are allowed on the music choice used.
14. SONGS FROM THE SHOWS – VOCAL AND DANCE ENTRIES. All performances using music from shows in current production are subject to copyright law. Where movement or costume is included in a performance copyright permission is required and the Festival Committee accepts these entries on the basis that the appropriate copyright permission has been sought. Performers or teachers with queries on how to obtain copyright permission for performance items before making their entries should contact Festivals House via following email: info@federationoffestivals.org.uk
15. Acro classes require 50% dance and 50% Acro 'Tricks'.
16. Greek Classes – A synopsis of the context of the performance, if required, should be typed on a separate sheet per entry and not exceed 30 words. If over 30 words, the synopsis will not be read out. Kindly ensure the name of the performer and class are clearly written at the top of the sheet. The synopsis must be handed to the Chairman at the beginning of the day before the class commences.

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17. Choreography classes are open to all entrants and can be either solo, duets, trios, quads and groups but only the choreographer/s name will appear on the certificate. The Choreographer may also perform within the dance themselves.
18. The choreographer must not be a paid and/or qualified teacher of dance. The performance will be adjudicated on the choreographic skills and not necessarily the skills of the performer/s.
19. All teachers and choreographers (classes 442A & 442B) using recorded music should have each dance recorded on a separate CD (or another source that may be required by the Jersey Opera House, subject to availability) Suitable notice will be given if any changes do occur.
20. The CD must be cued and ready for immediate performance. All teachers must have a spare back up copy of each piece of dance music at the venue ready to use in case the original should fail. It will be at the Chairman's discretion whether to wait for the replacement or request the entrant to perform at the end of the class.
21. No rehearsals will be permitted on stage at any time.
22. All props must be flame resistant and placed on stage by the entrant. Except for those in classes for the 6, 7 & 8 year olds where their teacher/s may assist.
23. No scenery is permitted. Props must be of suitable size and weight that can be lifted into place and removed by the maximum of two entrant/s or teacher/s (see 22). Except for groups.
24. Kindly ensure that any props placed directly onto the stage/Dance Floor have a protective base with no sharp edges so as not to tear or damage the flooring.
25. No bubbles and other wet substances can be used in any performance. No fresh flowers, talc and any other substance that could result in the stage having to be wiped or swept after a performance. Careful consideration must be given to the use of feathers on costumes or used as an accessory for this same reason.
26. Classical Ballet class entrants are **NOT PERMITTED** to use props of any kind. If props are included, then the child must enter the Demi-character class. (ie handkerchief or wand etc). The only **EXCEPTION** to this rule is in the Ballet Class 412 (16 – 21yrs) where 'Variation' choreography is permitted (no other classes) and if required the recognised prop, ie fan or tambourine may be used.
27. No swearing, foul language or suggestive lyrics are permitted within any of the music choices. Please also consider age appropriate music choices and choreography.
28. Due to the limited space surrounding the stage, can teachers please take this into consideration to prevent children having to 'run through' to change sides during their actual performance. The Chairman and the team cannot guarantee the area to be kept clear and could result in a performer not making their entrance on time, whilst also preventing any falls and injuries.
29. The teacher or the entrant is responsible to collect/pickup any dropped costumes, accessories etc on the stage after their performance as swiftly as possible before the next performer.
30. The Eisteddfod cannot be held responsible for the loss/damage of costumes, props and accessories whilst at the venue for the Dance Section.
31. After the entry date has closed the order of the performers in each class will be deemed by the age of the youngest entrant performing first. Group classes will be placed in order by reference to their youngest performer.
32. Any entrant failing to appear ready for their class in time (without reasonable cause) maybe disqualified.

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33. Entrants will only be allowed to wait in the wings during the class in which they are performing.

ADDITIONAL INFORMATION FOR TEACHERS AND CHAPERONES

34. Teachers are only permitted backstage during the session to which their pupils are performing.
35. Non-teaching staff (Chaperones) will only be permitted backstage during the group classes as per child protection ratio policy.
36. Non-teaching staff (Chaperones) will only be permitted backstage for all other sessions if they are replacing an official member of the teaching staff from that school. No exceptions please, this is for every-one's safety, Privacy & Safe Guarding.
37. **Exception to general Eisteddfod rules:** The Dance Section DO NOT provide chaperones for the Dressing Rooms both for safe-guarding and privacy reasons. It will be the responsibility of each school/teacher to ensure they have the sufficient chaperone to child ratio throughout the festival whilst their pupils are back stage. The Eisteddfod do provide backstage stewards to ensure the smooth running of the festival and to assist the backstage Opera House staff during an evacuation should it ever be required.
38. In the event that the Opera House does have to be evacuated for any reason all children backstage will be led out of the theatre via the stage door and directed to a safe waiting area by the Opera House staff/teachers and Eisteddfod team. At no time when the order to evacuate has been given will any additional staff, volunteers, chaperones or teaching staff be permitted through to backstage. Exit theatre as directed by the stewards, you can meet the children around the corner at the Marina Court car park, until the all clear signal is given. Thank you.
39. Only one teacher either side of the wings will be permitted during the performance of their own pupils. The teacher in the far wings (stage right) must have access to the spare copy of the music, should it be required.
40. Whilst every effort is made to reduce the possibility of injury during the Dance Section we appreciate that not all risks can be avoided. There is a standard First Aid Box located in the Technical Office next to the Stage Door. All Technical crew (male) are First Aid trained, however, we strongly suggest that all teachers provide their own dancer based First Aid kit i.e Ice Packs, including details of their pupils that may require an Epi-pen or Inhaler. All accidents/injuries must be reported to a staff member of the Jersey Opera House where an incident log will be recorded and any injury that may have been sustained. Please also advise the Chairman or Secretary to the same effect. Thank you.

CLASS WINNERS/AWARDS, GALA & Tickets in General

41. Entrants who are placed First in their class with a mark of 84 or above (other than groups) will be invited to perform in the Gala on the last night. Where the entrant has been awarded First place but has been awarded a mark less than 84, they will not be eligible for the Gala and will receive their certificate and marks given out at the end of session in the normal way. The only exception to this is the winners of classes 401 & 402 who will automatically perform at the Gala.
42. The Adjudicators decision is final.
43. Access to the Adjudicators table in the Auditorium is strictly prohibited. Whether the Adjudicator is present or not.

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44. The Adjudicator has the authority to award a tie for First place in any class and allow both entrants to participate in the Gala.
45. At the Gala, if two or more entrants performing for the same award share the same mark it is at the discretion of the Adjudicator to mark one entrant (except where there are joint class winners) up a point and thus receive the award or allow the award to be shared. The Adjudicator's decision will be final.
46. The running order of the Gala will be announced as soon as possible after the last class/session.
47. Two groups will be invited to perform at the Gala, at the discretion of the Adjudicator.
48. Entrants for the Dance Section will be admitted free of charge into the Auditorium to the session that they are taking part. Day-time tickets are available to buy in the Foyer for accompanying adults and non-performers.
49. For all evening sessions please purchase your tickets from the Box Office (01534 511115) in advance. The Box Office will close at the start of the evening session. Late comers will not be permitted entry without a valid ticket. This includes performers.
50. Performers wishing to watch an evening session that they are entering in, may do so but they must obtain a complimentary ticket from the Box Office in advance. Costumes (if worn) must be covered.
51. No one under 16yrs will be permitted to watch without a responsible adult to act as a chaperone.
52. No one will be admitted into the auditorium during a performance and we kindly request that members of the audience remain seated until the end of a performance should they need to exit during the class.
53. Tickets for the Gala will be available to purchase from the Box Office in advance. Kindly note that the Gala is normally a sold-out event. Any class winner that has been invited to perform in the Gala may sit in the audience (not in costume). They must possess a purchased ticket. Due to the demand for tickets, there are no complimentary tickets for performers in the Gala either during Act 1 or Act 2 depending on where their performance is placed in the running order of the Gala. Access to backstage will only be permitted before curtain-up and the interval. Please do not attempt to gain access backstage at any other time.
54. Programmes will be available to buy at various outlets from the end of October, please refer to the website for further information. **Guernsey** entrants may purchase their programmes in advance of the Festival, please refer to entry forms for further details.