

Georgia Federation of Music Clubs (GFMC)

Junior Division Federation Festivals Procedures Manual

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GFMC Area Festival Chair Checklist:

- _____ SITE: Procure location site for your upcoming Festival
- _____ FESTIVAL APPROVAL FORM : Send date, location, events for approval to the State Festivals Chair at least 90 days prior to Festival date. Subsequent changes must also be approved prior. (December 2 - May 15)
- _____ JUDGES: Hire judges for Festival and send judges' information to State Festivals Chair
- _____ SENIOR CLUB ROSTER: Deadline - September 1. Each member pays NFMC dues and submit names to State Treasurer
- _____ JUNIOR CLUB DUES: Deadline - September 1. Pay NFMC dues for each Junior Club member
- _____ JUNIOR CLUB ROSTER: Deadline - September 25. Each teacher submits receipt of NFMC dues & complete list of names to Area Festival Chair.
- _____ CERTIFICATE ORDER: Deadline - September 25. Send to State Festivals Chair
- _____ THEORY TEST ORDER: Deadline - September 25. Send to State Festivals Chair
- _____ AFFIDAVIT: Deadline - October 1. Send to State Festivals Chair
- _____ JUNIOR CLUB ROSTER W/TEACHER'S NAMES: Deadline - October 25. Send to State Festivals Chair
- _____ INSURANCE ORDER: Deadline -November 15. Send to State Treasurer - \$17 per site or \$20 per festival with successive days
- _____ SR and JR CLUB ROSTERS: Deadline - October 2. Complete rosters to State Festivals Chair
- _____ SPECIALLY CAPABLE: JR 3-13 submitted 45 days prior to Festival send to State Festivals Chair
- _____ NFMC JUDGES GUIDELINES: JR 3-5 to judges prior to Festival & review immediately before Festival
- _____ JR 3-3: Submit finished summary report 30 days after Festival to State Festivals Chair (none accepted after May 20)
- _____ JR 3-3 & 3-4: Finished summary reports with check to State Treasurer. \$7.50 for each entry
- _____ JR 3-3 & 3-4: Finished reports submitted electronically to State Festivals Chair
- _____ GOLD CUP ORDER: to State Cup Chair submitted after fees paid, JR 3-3 & 3-4 verified
- _____ JR 4-1: 75 & 90 point cup form submitted after Festival to State Cup Chair
- _____ JR 3-16: Form submitted for 12+ years of consecutive superiors after Festival to State Festivals Chair.

Important emails:

State Treasurer Rebekah H. Boles - rebekahhealan@yahoo.com
State Festivals Chair Debra Hughes – bndhughes@comcast.net
State Cup Chair Julie Vu – julievannvu@gmail.com

(All Junior Activities fall under the jurisdiction of GFMC's Junior Division Chair)
Junior Division Chair Jane Lester – jjpiano@bellsouth.net

1. PURPOSE OF THE NFMC FESTIVALS PROGRAM

- a. Festivals are designed for ALL members of NFMC. Festivals are not a competition but an opportunity to perform and receive evaluation. NFMC sets the rules and all Festivals are administered by the respective State Federation of Music Clubs in accordance with the rules as stated in the NFMC Festivals Bulletin. No exceptions will be made. The National Festivals Chair, in consultation with the proper authorities, may pass final judgment on questions or interpretation of rules and procedures.
- b. The NFMC Festivals provide young musicians and adults (age 19 and above) opportunities and encouragement for continued musical growth. Over 140 solo and ensemble events are available to participants. Entrants are evaluated on their individual merits. The Festivals are intended for students at all levels of ability. Encouragement of the entrants is GFMC's foremost goal, always remembering that the participant comes first.

2. MEMBERSHIP & PARTICIPATION ELIGIBILITY

- a. All Area Festival Chairs and Junior Counselors (participating teachers) shall be required to be a member of a Senior Club or be a Senior Individual Member of GFMC. Every Junior Counselor teaching students who will play in Festival must subscribe to the Junior Keynotes Magazine and purchase the current Festival Bulletin. All individual teachers affiliated with a music school/conservatory must be Senior Members.
- b. Junior entrants must be under 19 years of age on the date of their Area Festival. Junior entrants must be a member of a Junior Club or be a Junior Individual member.
- c. Adult entrants must be members of GFMC either as a member of a Senior Club or be a Senior Individual Member. Student/Collegiate members (age 19-26) who wish to participate in Festival must be an adult entrant and a member of a senior club or an individual member.
- d. Group entrants such as choruses, bands and orchestras may be associate members.
- e. Dual state memberships are permissible. However, Festival entrants cannot enter the same event in multiple states in the same academic year. A year is defined as the academic year July 1-June 30. Junior Individual Membership is not transferable between states.
- f. Membership dues must be current and are separate from Festival Fees. Membership dues must be current before Festival entries can be processed. A twenty-five dollar (\$25) fine shall be assessed to each Junior Club whose dues are not postmarked to GFMC by September 15. Dues are determined by GFMC and include a fixed amount for national dues.

3. AREA FESTIVALS (formerly known as Local Festival)

- a. All Area Festival Centers must be approved by Executive Committee 90 days prior to Festival. Individual teachers may not establish a Festival Center.
- b. No less than three teachers with 50 students may establish a new Area Festival. The State shall have on file a list of all Festival Centers and Area Festival Chairs.
- c. GFMC Festivals will all take place no later than May 15. No GFMC Festival will be authorized earlier than October 2 or later than May 15 of any given year. GFMC will not hold Festivals between May 16 - October 1.

4. AREA FESTIVAL CHAIR RESPONSIBILITIES (Formerly known as Local Festival Chairs)

- a. The Area Chair is to read the NFMC Festivals Bulletin, the GFMC Junior Division Federation Festivals Procedures Manual and Junior Keynotes as well as all directives and updates from his/her State Festivals Chair to become familiar with all rules and regulations. A signed affidavit must be submitted by October 2 acknowledging the reading of these documents.
- b. The Area Chair will submit the Festival Approval Form (found online at georgianfmc.org) to the State Festivals Chair 90 days prior to the projected Festival date. Subsequent date changes must also be approved at least 30 days prior to the new Festival date. The State Festivals chair is to be notified of emergency cancellations of Festivals and the new date also needs to be approved.
- c. The Area Chair sets the date(s) for Festival and arranges for venue, pianos, and judges. Qualified judges must be provided for each event. The judges' personal information (name, address, phone number and email address) must be provided to the State Festivals Chair no less than 90 days prior to the Festival.
- d. The Area Chair is to review the NFMC Liability Insurance offered for Festivals. While coverage is optional, purchase is strongly encouraged. Insurance is available for purchase through GFMC's State Treasurer. Requests for coverage are due to the GFMC Treasurer by November 15 for Festivals January 1 - May 15. Requests for coverage are due by August 1 for Festivals in the months of October-December.
- e. The NFMC Child Protection Form must be completed and sent to the GFMC Treasurer along with payment for the insurance. The fee is set by NFMC. If the event occurs in more than one location, each location will be required to have insurance. If an event occurs on successive days at the same location, the fee is different. No insurance request will be fulfilled unless the Child Protection Form is submitted properly.
- f. Special Instructions: There MUST be a MINIMUM of two (2) adults, who may be judges, present AT ALL TIMES in the audition room. The two adults may not include the teacher or parent of the entrant. For example, a teacher is not permitted to turn pages for duets/trios/etc. Teachers who are accompanists for their students are permitted to be present in the audition room.

- g. The Area Chair must communicate with his/her State Festivals Chair regarding Festival dates, materials needed, certificates (State and Superior Certificates), and theory tests. These materials must be ordered through the State Festivals Chair each year.
- h. The Area Chair downloads all other needed forms from the NFMC website: www.nfmc-music.org. These forms can be found under the "Publications" tab and are available for free in a PDF format.
- i. The Area Chair must inform teachers of Festival date and place, logistics, rules and remind them of deadlines for applications, dues and work responsibilities.
- j. The Area Chair is responsible for checking completed applications for the following: age of entrant, proper classification/progression and required composition listed in the Festivals Bulletin, and appropriateness of music and composer of choice selections. Contact teacher (Junior Counselor) IMMEDIATELY in the event of any discrepancy. It is recommended that this be at least eight to ten weeks prior to Festival. This would permit most juniors time to learn another piece should the selected literature be incorrect. Registration using the NFMC Online Festivals Management System (Vivace) will ensure that a correct required piece is selected.
- k. When GFMC is equipped with NFMC Online Festivals Management System (Vivace), teachers who have failed to pay dues will not be allowed to gain access to Vivace until all dues are made current.
- l. The Area Chair reviews any request for SCJM (Specially Capable Junior Member) or SCAM (Specially Capable Adult Member) status. These requests must be submitted on form JR 3-13. Parents must sign the form if the entrant is a minor child. Adult entrants must sign the application. Inform the State Festivals Chair of these requests, complete the form and submit it 45 days prior to the State Festivals Chair (who then submits it to the National Festivals Chair for approval.) The Area Chair will submit instructions about judging procedures for these entrants to the judges prior to the Festival. .
- m. The Area Chair is to send all judges (JR 3-5 & JR 3-9a) information about the Festivals Program, assessment guidelines, and a copy of the rating sheet they will be using. Make sure all judges understand the vision of the NFMC Festivals Program and rating system through a thorough judges briefing prior to the event. The Area Chair or any person instructing the judges are NOT to expect, imply, or request that they give all superior ratings to the entrants they adjudicate. Specifically communicate to the judges that their duties do not include comparing entrants and selecting participants to go on to a state competitive event (if applicable) but to evaluate students on their individual merits and in accordance with the assessment guidelines detailed on the rating sheet. Try to "pair" judges with events/classes with which they have had extensive experience teaching, mentoring, or adjudicating if possible. Judges are to have an audition schedule with each student's name, audition time, and classification.
- n. The Area Chair will send the JR 3-3 and the JR 3-4 to both the State Festivals Chair and the GFMC Treasurer within 30 days after the conclusion of his/her Area Festival. This

must be received no later than May 20. The payment of state and national Festival fees must be sent to the GFMC Treasurer. Reports must be digital according to the instructions on the form. All information must be complete (accurate, legible, numbered, and dated). If there is a problem that requires more than 30 days to submit the end reports, the Area Chair must notify the State Festivals Chair regarding the delay and state the reason for the delay and when the reports are expected to be delivered.

- o. To make-up a Festival performance for those entrants who missed their home Area Festival for reasons such as illness, schedule conflict, emergency, etc., such make-ups should only occur within existing Festivals. The teacher with the Area Chair's assistance, should arrange to place the student in another existing Festival. The student or teacher should pay any costs involved. Students should not be judged privately by a judge hired to judge the student(s). If an existing Festival is not available, the Area Chair may contact the State Chair for assistance.
- p. When there is a teacher or judge error that adversely affects a student, the Area Festival Chair should arrange for the student involved to be re-judged, preferably in an existing Festival or by a judge hired for this purpose. The teacher pays any expenses involved and assists the Area Chair as needed. The adjudication is to maintain the anonymity of the student's teacher.
- q. No entrant is to be judged without music. There is not to be an automatic lowering of rating due to an entrant's lack of printed music for the judge.
- r. The Area Chair keeps records at the local level for 12 years. Prepare for the NFMC Online Festivals Management System (Vivace).
- s. Festivals Scheduling Guidelines for Area Chairs:
 - 1. Performance time is determined by the number of minutes on the application plus 3 or 4 minutes for judges to make evaluation. Give the judges time to write. Do not schedule students too close together.
 - 2. Send performance schedule to the applicable teachers 2 -4 weeks prior to the festival day.
- t. *SUGGESTED FESTIVAL DAY ASSISTANTS TO AREA CHAIRS:*
 - Auditor:* Record ratings for Festival reports. These ratings are also placed on the state certificates. It is recommended that rating sheets go to auditor first to be then given to the teacher afterwards.
 - Registrar:* Check names of participants upon arrival against prepared list and confirm that published music has been brought for use by the judges with measures neatly numbered.
 - Inside Door Monitors:* Keep silence in the room during performance.
 - Outside Door Monitors:* Keep space outside adjudication room quiet. Help judge stay on schedule. Encourage entrants waiting to perform.
 - Page:* Direct students to area where they are to perform. Pages used outside the room may act as runners to take rating sheets to the auditioning room.
 - Publicity:* Emphasize that the NFMC and the State Federation sponsor the Festivals.

Cup, Rating Sheets and State Certificates: Give to teachers and junior counselors ONLY
AFTER all records are justified and recorded by the Auditor.

5. AREA FESTIVAL REPORTS

- a. All applications and reports must be digital according to the instructions on the form. All information must be complete (accurate, legible, numbered, and dated).
- b. Prepare two separate reports if there are both Junior and Adult Festival participants. Designate on each report whether Junior or Adult report. Prepare three copies of each JR 3-3 report and send one copy (Adult and Junior) to the State Festivals Chair, one copy of the report with your entry fees to your State Treasurer and keep one copy for your files. This process should take place no later than 30 days after your Festival Day. NFMC deadlines for Area Reports (JR 3-3 & JR 3-4) are to be sent to the State Festivals Chair by May 20. A computer printout is acceptable; be sure information is complete and follows the format indicated by the instructions given by the State Festivals Chair. Fall Festivals must report by November 15.

6. NFMC RATING SHEETS

- a. All Area Festivals must use the official NFMC Rating Sheet for Federation Festivals (JR 3-9). Ratings other than those titled "Superior, Excellent, Satisfactory, Fair, Needs Improvement" will not be recognized by NFMC for Consecutive Superior National Certificates or Federation Festivals Cup point accrual and will be non-transferable between states.

7. NFMC CERTIFICATES

- a. Every entrant who earns a Superior rating in Festival is entitled to receive a National Superior Certificate in each event in which he/she is entered. An entrant may earn a certificate in each event in which he/she is entered.
- b. All Superior Certificates are blue with the exception of Consecutive Superior Certificates of 3, 6, 9, and 12 years or more which are special colors.
- c. For 12 year and above Consecutive Superior Certificates only, a JR 3-16 form for each individual must be completed. The process of ordering these certificates begins with the teacher or Area Chair. Twelve year and above consecutive superior certificates must be ordered AFTER the Festival by the Area Chair. The Area Chair submits the completed JR 3-16 to the State Festivals Chair for approval. The State Festivals Chair forwards the completed form to the National Festivals Chair for approval.
- d. The deadline for 12 year and above Consecutive Superior Certificates applications to be sent to the State Festivals Chair for processing is May 15 of the current Festival year.
- e. State Certificates cannot be scanned and uploaded to state websites.

- f. Consecutive Superior Certificates are optional. Each Area Chair may choose whether or not to use these certificates.

8. NFMC THEORY TEST

- a. All NFMC theory tests and answer keys can only be ordered by the State Festivals Chair through the National Festivals Chair. NFMC Headquarters will send PDF copies of the theory tests and answer keys to State Festivals Chair ONLY; not to Area Festivals Chairs.
- b. Theory tests are to be distributed to the Area Festivals Chairs by the State Festivals Chair no earlier than 2 weeks before the area Festival event. Distribution to teachers will not take place prior to Festival date.
- c. Any changes or corrections in the tests/answer keys will be sent via email to the Area Festival Chair by the State Festivals Chair.
- d. All PDF copies of the theory tests and answer keys are to be deleted from Area Festival Chairs' computers within two weeks of their last area Festival event.
- e. NFMC theory tests and answer keys are proprietary materials. Federated states and/or Area Festivals cannot create and administer theory tests that do not originate from NFMC.

9. FESTIVAL FEES

- a. Festival fees are separate from membership dues. Required National and State fees must be paid to the Area Festival Chair by each entrant for each event entered at the time of registration for the Festival.
- b. In addition to the required NFMC & GFMC entrance fees, a per capita "surcharge" may be added when needed to cover only Festival expenses, provided it is not combined with any other fees. After all expenses are paid, any remaining amount may be held towards the next year's Festival expenses, may be applied to Junior Scholarships and Awards, or may be used at the state's discretion as approved by the GFMC Executive Committee for Festival expenses only.
- c. Teachers may not charge Festival entry fees in excess of the amount established by the Area Festival Chair/Committee.
- d. States and/or Areas cannot charge fees that are contrary to established NFMC general rules and guidelines for the Junior Festivals Program.

10. TEACHER RESPONSIBILITIES (also referred to as Junior Counselors)

- a. Participating teachers are responsible to own a current copy and read all the General Rules found in the NFMC Bulletin.

- b. Teachers are responsible for complying with all directives from the State Festivals Chair, and the Area Festival Chair.
- c. Teachers are responsible to send their Area Chairs a complete roster of registered entrants and proof of payment prior to Festival registration.
- d. Teachers are responsible for correctly selecting classifications and music and for meeting all deadlines.
- e. Teachers should be available to assist the Area Chair when needed, prior to and during the Festival and at the Festival site.
- f. Teachers must keep up to date on all Festival information by reading the Festival section found in each Junior Keynotes Magazine and by checking the NFMC website for any Bulletin corrections.
- g. In the case of an error made by the teacher that results in the disqualification of a student, the teacher is to cover the expenses and notify/assist the Area Chair in making the arrangements for the performance with qualifying repertoire.
- h. Should there be an error on the part of the teacher which would disqualify the entrant (e.g. incorrect choice of literature, photocopies, etc.), the following options may be selected with the assistance of the Area Chair:
 - 1. The entrant may be entered in another Festival in the state at a later date. The teacher will be responsible for any additional fees incurred; or
 - 2. A make-up date may be set for the entrant to perform. The Area Chair will secure a judge. Any expenses must be recompensed by the teacher.

Should either of these two options be used, the Area Chair must notify the State Festival Chair that the report will be delayed and provide a date that the report will be completed.

- i. Teachers must enter only those entrants whom they personally teach in the event(s) entered.
- j. Teachers must submit the SCJM JR3-13 to their Area Chair 45 days prior to their Festival.
- k. Every teacher whose students participate in NFMC Festivals is required to subscribe to Junior Keynotes
- l. Teachers will not enter the judging room of their own students unless they are collaborating as an accompanist, are needed for SCJM, or are part of an open audition.

11. ENTRANT INFORMATION

(It is expected that this information be related to entrants by their teachers.)

- a. If entrants discontinue participation in Festival after they have already paid their fees, no reimbursement is paid.
- b. Entrants will not discuss the judge's evaluation nor ask favors of the judge during Festival audition.
- c. Entrants are to have a legal copy of their repertoire for the judge to examine during their Festival audition.

12. JUDGES RESPONSIBILITIES/INFORMATION

- a. All judges must agree to adjudicate according to the guidelines set forth by JR 3-5 & JR 3-9a. No judge will consider attire, attitude, appearance, race, or personality in his/her evaluation.
- b. Judges are not to discuss the entrant's performance or the judge's evaluation. All comments must be written on the Rating Sheet.
- c. Judges must document and support the reasons for given ratings.
- d. Once a rating is given, no change will be made after that rating is submitted. Any teacher, parent or Chair who attempts to influence a judge will be fined \$50 in order to avoid disqualification of the entrant. A repeat of this infraction will disqualify the teacher for the succeeding Festival year.

13. STATE-TO-STATE TRANSFERS

- a. Currently, state-to-state transfer information is verified through use of the JR 3-1 NFMC form. The JR 3-1 form can be obtained from the NFMC website under "Publications." Once the online Festival Management System (Vivace) is fully functional for all states, the current process for transfers will no longer exist. It is the responsibility of the transfer student's new teacher to collect as much information as possible from the student/parent/guardian to submit on the form. Once the teacher completes the form, he/she submits it to his/her Area Chair who sends it to the State Festivals Chair. Verification of state-to-state transfer information is obtained only through communications between State Festivals Chairs or other designated State officials who maintain State Festival records.

14. EVALUATIONS FOR RURAL/MILITARY FAMILIES & ONLINE MEDIA

- a. Entrants located overseas or who reside more than 150 miles from the nearest Festival site will be considered to be in an area where no Festival is located and may participate if:
 - 1. The original area or state collects dues and fees

2. All rules and procedures are followed as outlined in the current Bulletin, and
 3. A video recording is sent for review and rating or a Skype or FaceTime evaluation is scheduled with the approval of the Area Festival Chair and judged with the same criteria as a live audition. Respective State Federation of Music Clubs shall set and administer the rules for Federation Festival entries involving teachers using virtual adjudication. Students must be registered in the state where the teacher is Federated.
- b. Entrants using online media for long distance instruction may participate if:
1. The entrant is registered in the Local Festival where the teacher has membership;
 2. The entrant may travel to the area on Festival day; or
 3. The entrant will have an evaluation using the same online media as is used for instruction. The adjudication will be scheduled with the approval of the Area Festival Chair and judged with the same criteria since it will be a live audition.

15. NFMC FESTIVAL BULLETIN

- a. The NFMC Festival Bulletin is under copyright protection and cannot be reproduced by any means, stored in a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording or otherwise) without written permission of NFMC. No exceptions to these rules will be made.
- b. The life of the NFMC Festivals Bulletin will be four (4) years beginning with 2016 - 2020. There shall be a Festivals Bulletin publication deadline of March 1. The National Festivals Chair will be the final authority on all changes, corrections, or adjustments concerning the Festivals Bulletin once it has been published and distributed.
- c. Most NFMC teachers using the Bulletin will prefer traditional hard copies. However, there are some who may opt for digital downloads. For further information regarding digital downloads, contact NFMC.

16. SPECIALLY CAPABLE JUNIOR/ADULT MUSICIAN

- a. In any section or event, regular rules regarding memorization, progression, and choice of materials may be altered for entrants who have been identified as physically or mentally challenged. A Specially Capable Junior Musician identifies a junior who needs special exceptions to the General Rules. SCJM is not an event or class. The form JR 3-13 is to be submitted at least 60 days prior to the Festival in which the entrant will participate.

- b. A Specially Capable Adult Musician identifies an adult who needs special exceptions to the General Rules. SCAM is not an event or class.
- c. SCJM may be a temporary or a permanent identification. Some juniors may have temporary problems which would identify them as SCJM. They would return to standard rules when the problems cease. When a teacher is seeking SCJM status for a student, he/she must complete Form JR 3- 13 (SCJM Official Application) which can be downloaded from the NFMC website under “Publications” and obtain the parent/legal guardian’s signature if the entrant is under age 18. This form should be submitted to the Area Chair at the time of entry. Based on the nature of the entrant’s special capabilities, instructions, and information on modifications allowed to the entrant will be provided for the judges.
- d. The needs of the junior entrant must be clearly specified. Any special accommodations in the audition process, which would facilitate the junior entrant’s ability to have a successful festival experience needs to be included on the application form (JR 3-13). Neither the words ‘Specially Capable Junior Musician’ nor the initials ‘SCJM’ are to appear on the rating sheet, nor are they to be placed on any Federation Cup or certificate earned by the junior.
- e. Parent(s)/Guardian(s) are to be given complete instructions regarding the audition process for their SCJM. The teacher is responsible for discussing any necessary accommodations with the parents/guardians of the junior entrant and for obtaining their written permission prior to submitting the SCJM applications to the Area Festival/State Festivals Chair (JR 3-13).
- f. Information and instructions to the judge(s) at the time of the entrant’s audition must be understood by the adult entrant, parent/guardian, teacher, and Area Festival Chair (JR 3- 13).
- g. Judges should be made aware of any accommodation(s) to the entrant’s audition process prior to the entrant entering the audition room. It is the Area Festival Chair’s responsibility to notify the judge(s) of adjustments (JR 3-13). No other person is to discuss entrant’s capabilities or individual capabilities with the judge.
- h. Any information listed on the judging form should be removed directly after the audition and handed to the parents/guardians for safekeeping (JR 3-13). The SCJM/SCAM application must be re-submitted in subsequent years. As entrants mature and grow, the need for different accommodations or the removal of this designation may be needed. The parents/guardians must always be consulted regarding entry as a SCJM (JR 3-13)
- i. In rare instances of Adult Festival participants requiring Specially Capable Musician designation, the current SCJM form can be used as there is not a specific form for Specially Capable Adult Musician, aka SCAM. If the adult still has a legal guardian, that guardian must sign the form. If the individual is a legal adult and does not have a legal guardian, written parental/guardian consent does not need to be obtained, but the

individual should give his/her consent by writing his/her signature in the space on the form where the parent/guardian would normally sign.

17. SCORES

- a. Published scores of the required and choice compositions must be provided for the judges. Scores electronically produced or hand copied are prohibited. Only compositions in their original form and published key(s) will be acceptable with these exceptions:
 1. Vocalists may use scores that have been legally electronically produced to provide the appropriate vocal range.
 2. Entrants may use legally produced scores from vendors provided they include the letter of permission that accompanies this music. This includes music purchased on CD or in an app that allows for scores to be printed. If the authorization to print is not for the user, then the authorization to print for multiple users must be included in the verification.
 3. Legally downloaded scores must include the verification that the download is from a valid source. Verification could be a document printed from the download website or verification printed on each page of the download. The use of transposed electronically reproduced music will be allowed in Junior Festivals for vocal events only.
- b. NFMC will honor and uphold copyright law. Festival leaders and teachers need to educate themselves concerning the legitimacy of downloaded music from the internet and proof of intellectual property. Any score to be used in an NFMC Festival Audition must be accompanied by a proof of purchase, permission to use the score, or a studio license obtained by the teacher/junior counselor/ senior club member prior to submitting the entrant for an audition. Proof must accompany the score at the time of entry if a computer download is used in place of a commercially printed score. It is recommended that all music and proof of purchase should be hard copy and given to the Area Festival Chair at time of entry and, once approved, to the judges at the time of audition.
- c. Individuals should only use a public domain composition if they have proof of public domain from a legitimate source. If that legitimate source is not in their possession, there is no way to prove beyond a doubt the music being used is actually in the public domain and not from a copyrighted source. A legitimate source is defined as a tangible copy of the work with a copyright date old enough to be in the public domain. When an individual uses music that is in the public domain as either a download from the internet or from a CD with music scores loaded and available for use, proof of public domain is the responsibility of the teacher and/or entrant. Proof should be submitted at the time of entry into an NFMC Festival Audition and must accompany the score and be made available at the time of audition by the teacher and/or entrant. State and Local Festivals have the right to determine if legitimate proof exists before allowing the use of a score from the public domain.

- d. NO photocopied music will be allowed in the audition room unless accompanied by written permission from the publisher, stating that the selection is out-of-print. Teachers are cautioned to seek this permission well in advance of the Festival date. Online music must be obtained from legitimate sources and accompanied by hard copy receipt or studio license.
- e. The use of illegal photocopied music by accompanists will result in the disqualification of the entrant. All events, including Hymn Playing, American Patriotic/Folk Songs, and Accompanying, require strict adherence to the score. Embellished accompaniments, hymns, and/or APFS will result in student disqualification.

18. NFMF FEDERATION CUP AWARD PROGRAM

- a. The purpose of the Federation Cup Program is to provide extrinsic motivation for learners of all ages to continue their musical training through participation in festivals and earning points to receive festival cups. The plan, which is sponsored by the NFMF, is available to all entrants in the NFMF Festivals program, including adults.
- b. Accumulation of points is not affected by an interruption in Festival participation or rating progression. Any participant entering an event in the NFMF Festival is eligible to enter the Federation Cup Award Plan. Participation points earned must be in conjunction with the NFMF Festivals.
- c. Cups are awarded on a point system based on Festival ratings. Federation Gold Cups are earned only in the Junior Division (up to age 19) and Federation Silver Cup points are earned only in the Adult Division (age 19 and above). Points in each division are totaled separately. There is no crossover of ratings or points from Junior and Adult Festivals.
- d. Only State Federation Cup Chairs are authorized to order cups from NFMF headquarters. Federation Cup funds should be accounted separately from Festival funds.
- e. If a participant discontinues participation in Festival after they have already paid their fees, there is no refund. No fees may be paid to claim retroactive points.
- f. When a cup entrant moves to a new teacher or place of residence, the point history and cup records will be automatically transferred once the student's records are located using the Online Festivals Management System (Vivace). Fees are not transferred from one state to another. If local or state clubs give out a non-NFMF cup, it is a local or state recognition, not NFMF recognition. The participant will not be recognized in NFMF publications. The cup should not be called a Federation Cup, nor represented as such. Vivace will automatically enroll entrants in the Federation Cup plan.

19. STATE CUP CHAIR RESPONSIBILITIES

- a. The State Cup Chair should carefully study the cup rules in the current Festivals Bulletin and be sure that all Area Federation Cup Chairs understand these rules. The State Cup Chair must be a senior member of NFMC either as a Senior Club member or Senior Individual member.
- b. The State Cup Chair should keep abreast of and communicate all policy and procedural changes to the Area Festival Cup Chair. The State Cup Chair must follow all directives set forth by the National Federation Cup Chair and relay all pertinent information to the Area/Center/District Cup Chairs in a timely manner.
- c. The State Cup Chair will be responsible for verifying points, keeping accurate state records, approving and ordering all cups. All cup records should be kept for the most recent past 15 years.
- d. The State Chair must validate all points, sign and send all Grand Cup and President's Cup applications to the NFMC Federation Cup Chair for approval using a CURRENT JR 4-1 form. Outdated forms will be returned for resubmission on current forms and may cause a delay in the student receiving his/her cup. The NFMC Federation Cup Chair needs to give approval for Grand (75 - point) and Presidential (90 - point) cups. The JR 4-1 form should come from the State Federation Cup Chair. The process is from the teacher to Area Chair to State Cup Chair to National Cup Chair.
- e. All cup supplies must be ordered from NFMC Headquarters ONLY by the State Cup Chair using the JR 4-3 form.
- f. All NFMC dues/fees must be up-to-date and paid before cups can be ordered and/or received. The State Cup Chair will verify eligibility with the State Treasurer. The State Cup Chair will verify that the JR 3-3 and JR 3-4 have been submitted to the State Festivals Chair.
- g. The State Cup Chair is responsible for updating the Festivals Cup page on the GFMC website.

20. FEDERATION CUP AWARD PLAN

- a. Points accumulate every year the student receives a rating in Festival. The first cup is earned when point totals reach fifteen (15). Points over the amount necessary for the next cup are carried over and credited toward the next size cup.
- b. Festival participants earn points toward a cup in a single event and may not combine event points with the following exceptions/alternations in piano events: Concerto Junior III, Senior Concerto, Lynn Freeman Olson Solo, ensemble events (duet, trio, quartet, duo piano).

- c. In ensemble events, each entrant may earn points towards cups provided each pays the required fee. Since points are awarded and paid for on an individual basis, only entrants in ensembles of fewer than five members are eligible to participate in the cup plan.
- d. Entrants may work simultaneously towards a cup in more than one event but they must pay the required fee for each event entered in which they desire to accumulate points towards a cup.
- e. Points will be transferred from state to state using the Festival Transfer Information (JR 3-1) form if and when an entrant moves to a different state. However, cup fees are non transferable.
- f. All Grand Cup and President's Cup recipients will receive a congratulatory letter from the NFMC President. The teacher may submit a photo and biography of the Grand Cup and President's Cup recipients to GFMC's Publicity Division Chair for publication in the Junior Keynotes Magazine.

21. STATE FESTIVALS CHAIR RESPONSIBILITIES

- a. The State Festivals Chair must keep an up-to-date database of all Area Festivals and the past 12 years of records. All pertinent records must be saved and passed on to the State Festivals Chair's successor at the end of his/her term of office.
- b. The State Festivals Chair is responsible for updating the Festivals page on the GFMC website.
- c. The State Festivals Chair must be a senior member of NFMC either as a Senior Club Member or Senior Individual Member.
- d. NFMC Regional Chairs must receive all JR 3-3 and JR 3-4 information from the State Festivals Chair by May 31 showing all events that occurred in their state and the total number of participants for each festival, as well as a composite report of consecutive superiors. Separate reports for Junior and Adult Festivals should be submitted. Junior and Adult reports are not to be combined.
- e. The State Festivals Chair is to secure one copy of each NFMC publication used for Federation Festivals from the nfmc-music.org website. He/she should select those publications that will be necessary for his/her state's Festivals. The State Festivals Chair should direct Area Chairs to these publications online and provide guidance to them if they should need assistance in understanding the forms.
- f. The State Festivals Chair must become familiar with all rules and regulations and must be familiar with the NFMC Festivals Bulletin, the NFMC Junior Division Federation Festivals Procedures Manual (JR 3-18) and directives from the National Chair. Additionally, the State Festivals Chair is to read Junior Keynotes for up-to-date information.

- g. The State Festivals Chair is to ensure that all Area Chairs have all necessary Festival materials, including directives from the National Chair, and is responsible for communicating any changes at the State and National levels to his/her Area Festival Chairs.
- h. The State Festivals Chair should try to hold a Festivals Workshop at least once a year for all Area Chairs within his/her state. During that time instructions can be given, problems discussed, festival supplies distributed, dates set for area festivals, record keeping explained, fees deadlines discussed, etc. The State Festivals Chair should develop guidelines for Federation Festivals in his/her state. Guidelines must adhere to NFMC rules.
- i. If the State Festivals Chair wishes to have state certificates sent directly to his/her Area Festival Chairs, he/she will need to include with his/her certificate order an Excel or Word file with the address, phone number, and email contact information for each Area Festival Chair along with the quantity and type of certificates that should be sent to each. Unless prior arrangements have been made, all NFMC state certificates are sent directly to the State Festivals Chair.
- j. The State Festivals Chair reports are due to Regional Chairs no later than May 31 and must match figures on State Chair's JR 3-3 with State Treasurer's JR 3-7. The State Festivals Chair must send a copy of the state JR 3-3 & JR 3-4 to the Southeastern Regional Chair. The State Festivals Chair will coordinate with the State Treasurer to send a copy of the state JR 3-3 with entry fees to NFMC Headquarters no later than June 1.
- k. The State Festivals Chair is to keep one copy of state JR 3-3 and area JR 3-3/3-4 reports for GFMC records. Check area JR 3-4 with previous years for correct progression and accuracy of Consecutive Superiors.
- l. The State Festivals Chair must send any adjustments or corrections of reports to the Regional Chair no later than May 31 of the Festival year.
- m. All reports, requests, and certificates must go through the State Festivals Chair.
- n. The State Festivals Chair must place orders for national musicianship tests (theory), state certificates and honor certificates for Superiors by the deadline determined by the National Festivals Chair. Estimate the number based on last year's state festival report plus a 10% increase.
- o. The State Festivals Chairs need to set a deadline for their Area Chairs to place their orders with them for certificates and theory tests.
- p. The State Festivals Chairs are responsible for making sure Festival tallies are correct and sent to the State Treasurer, who will pay NFMC no later than June 1.
- q. Each Area Festival is directed by a Chair who works cooperatively with the State Festivals Chair and the State President to facilitate festivals in their state. If there is a question or problem, the Area Chair should first contact the State Festivals Chair. If the

State Festivals Chair needs additional assistance, questions should be directed to the State Junior Division Chair, then to the State President, and then to the Regional Festivals Chair.

- r. Requests for State Certificates must be placed by the State Festivals Chair using the order form sent to him/her by the National Festivals Chair. Completed order forms must then be sent directly to the NFMC Festivals Chair by the prescribed deadline either by the U.S. Postal Service or by email.

-Approved October 2020