

# COMPETITION HANDBOOK

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## SWEET ADELINES INTERNATIONAL

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**SECTION I: ADMINISTRATION**1. Purpose of Competition

- a. Competition is a primary educational tool and performance opportunity for advancing the musical art form of barbershop harmony.
- b. Regional/area chorus and quartet competitions are held for the purpose of naming a regional/area champion chorus and quartet, and for determining eligibility for Harmony Classic and international chorus and quartet competitions.
- c. Harmony Classic is an international competition held for the purpose of naming the international champion choruses in Division A (15-30 singing members) and Division AA (31-60 singing members).
- d. International quartet competition is held for the purpose of naming the international champion quartet, and for determining eligibility for the next international quartet competition.
- e. International chorus competition is held for the purpose of naming the international champion chorus.

2. General Procedures

- a. Competition Songs: Choruses and quartets entering any official Sweet Adelines competition shall be prepared to sing songs or medleys appropriate for use in a Sweet Adelines competition, in accordance with standards defined in the *Judging Category Description Book (JCDB)* as follows:
  - (1) Contestants in a regional/area competition should prepare to sing two (2) separate songs or medleys.
  - (2) Contestants in Harmony Classic should prepare to sing two (2) separate songs or medleys, to be performed as part of the performance package.
  - (3) Contestants in the international chorus competition should prepare to sing four (4) separate songs or medleys: two to be performed in the chorus semifinals and, in the event the chorus qualifies as a contestant in the chorus finals, the remaining two to be performed as part of the performance package.
  - (4) Contestants in the international quartet competition should prepare to sing four (4) separate songs or medleys: two to be performed in the quartet semifinals; and, in the event the quartet qualifies as a contestant in the quartet finals, the remaining two to be performed as part of the performance package.
  - (5) Any contestant who sings the same song in more than one session of the same contest shall be disqualified.
- b. Performance Package
  - (1) Contestants qualifying to compete in Harmony Classic or in the finals session of international chorus or quartet competition shall present a performance package within the time limits defined in Section III.2.c. of this handbook. The performance package includes:

- (a) Two (2) songs or medleys appropriate for use in a Sweet Adelines competition;
  - (b) At least one (1) other song; and
  - (c) Emcee material.
- (2) Exceptions to competition rules and regulations applicable to the songs not designated as competition songs are defined in Section III of this handbook.
- (3) Sample performance packages are included in Section V, Appendix A to this handbook.
- c. Evaluation Only
- (1) Any chorus, including prospectives and current champions; or quartet, including unregistered quartets in areas only, current or past international champions or current international finalists, may compete in a regional/area competition for “evaluation only” by so indicating on the entry blank submitted to international headquarters.
    - (a) A chorus competing for evaluation only (video evaluation excluded) may use the performance to meet the requirement for having competed every three years.
  - (2) Eligible contestants may compete for “evaluation only” in any international competition.
  - (3) Any chorus or quartet that competes for “evaluation only” may serve as mic tester, if invited, provided they perform for evaluation only at the end of the appropriate contest session.
- d. Evaluation by Video Recording: Any chorus, including prospectives and current champions, may submit a video recording for evaluation by the official panel at a regional/area competition by so indicating on the entry blank submitted to international headquarters. (see Section VI: Video Evaluation Guidelines)

### 3. Supervision

- a. All international, regional, and area chorus and quartet competitions are held under the supervision of Sweet Adelines International and are subject to all competition and judging rules and regulations adopted by the International Board of Directors.
  - (1) On-site supervision of area and regional chorus and quartet competitions is assigned to the competition coordinator (CC) appointed by the Education Direction Committee for a term September 1 through August 31. The CC works in conjunction with the international headquarters office, the events coordinator, the chair of the regional convention (CRC), and the convention steering committee and/or host or competition assistance chapter to see that all aspects of the competition operate in accordance with the rules and regulations of Sweet Adelines International.
  - (2) On-site supervision of international chorus and quartet competitions is assigned to the international headquarters staff, who work in conjunction with the International President, the Education Direction Committee and the panel chair to see that all aspects of the competitions operate in accordance with rules and regulations of Sweet Adelines International.

#### 4. Scheduling

##### a. Regional Chorus and Quartet Competitions:

- (1) Are held during the annual regional convention;
- (2) May be scheduled during the period beginning the second weekend in March through the third weekend in May of each year, excluding Easter and Passover;
- (3) Regions outside of North America may be scheduled from March 1 to June 30;
- (4) Regions outside of North America may petition the International Board of Directors to hold biennial competitions. A petition must be processed for every exception twenty-four (24) months in advance.
- (5) Dates are assigned by the international organization five years in advance and may be changed only by approval of the director of music services.

##### b. Area Chorus and Quartet Competitions:

- (1) May be scheduled from March 1 to July 1;
- (2) May be held annually or biennially, in accordance with rules and regulations of the area;
- (3) Must be scheduled, and request for judges must be received at international headquarters, by January 1 of any year for a competition to be held the following calendar year.

#### 5. Entry Procedures

##### a. Regional Chorus and Quartet Competitions

- (1) Regional competition entry blanks are mailed by international headquarters to registered quartets, chartered chapters and prospective chapters approximately one hundred and five (105) days prior to the respective regional competition dates.
- (2) Deadline for **receipt** of regional competition entry blanks at international headquarters is sixty (60) days prior to the date of the respective chorus or quartet competition. In order to be valid, entry blanks must be accompanied by:
  - (a) Quartet entry fee of \$100.00; or
  - (b) Chorus entry fee of \$150.00.
  - (c) A late fee of \$100.00, in addition to the prescribed entry fee, is assessed any quartet or chorus for which an entry blank is received at international headquarters after the deadline date of sixty (60) days prior to the competition in question.
  - (d) A fee of \$25.00 is assessed to any chorus that changes its riser designation after the initial draw for order of appearance has been completed.
  - (e) Entry fees and late fees are nonrefundable and nontransferable.

- (f) Chorus must submit a list of competing members to the competition coordinator at the chorus briefing held during the convention weekend.
  - (3) Deadline: Late entries are not accepted after forty-five (45) days prior to the competition in question.
  - (4) Order of Appearance: Contestants whose late entries are accepted by Sweet Adelines International, or who have changed riser designation after completion of the initial draw, sing at the beginning of the competition session in question, prior to those contestants included in the official drawing for order of appearance.
  - (5) Contestants competing for evaluation only are required to pay the entry fees.
  - (6) Any chorus choosing to submit a videotape for evaluation is required to pay the entry fee. (see Section VI: Video Evaluation Guidelines)
- b. Area Chorus and Quartet Competitions
- (1) Area competition entry blanks are mailed by the education coordinator (ED) to registered quartets and chartered and prospective chapters within the area approximately one hundred and five (105) days prior to the respective area competition date.
  - (2) Deadline for **receipt** of area competition entry blanks by the ED is sixty (60) days prior to the date of the respective chorus or quartet competition. In order to be valid, entry blanks must be accompanied by:
    - (a) Quartet entry fee established by the area, if applicable; or
    - (b) Chorus entry fee established by the area, if applicable.
    - (c) A late fee, in addition to any prescribed entry fee, may be assessed any quartet or chorus for which an entry blank is received after the deadline date of sixty (60) days prior to the competition in question.
    - (d) Late fees are nonrefundable and nontransferable.
    - (e) Chorus must submit a list of competing members to the competition coordinator at the chorus briefing during the convention weekend.
  - (3) Deadline: Late entries are not accepted after forty-five (45) days prior to the competition in question.
  - (4) Order of Appearance: Contestants whose late entries are accepted by Sweet Adelines International sing at the beginning of the competition session in question, prior to those contestants included in the official drawing for order of appearance.
  - (5) Contestants competing for evaluation only are required to pay the entry fees, if any.
  - (6) Any chorus choosing to submit a video recording for evaluation is required to pay the entry fee, if any. (see Section VI: Video Evaluation Guidelines)

c. Harmony Classic

- (1) Entry blanks are mailed by international headquarters to eligible chapters no later than seven (7) days following the date of notification of eligibility.
- (2) Deadline for receipt of chorus entry blanks at international headquarters is July 1 of the current year. Late entries are not permitted.
- (3) To complete entry requirements, eligible choruses must:
  - (a) Submit the following to international headquarters for receipt by the deadline date specified in instructions from the director of music services:
    - 1) A list of competing members, including identification numbers;
    - 2) The *Assignment of Recording and Film Rights and Release of Claims* forms, signed by the chorus president;
    - 3) The signed copyright clearance form;
  - (b) Ensure that all competing chorus members are registered for the international convention;
  - (c) Submit to the director of music services, by the specified time, a *Song Information Sheet* listing appropriate information for all songs a chorus sings;
  - (d) Submit a prepared program to the director of music services, by the specified time.

d. International Quartet Competition

- (1) Entry blanks are provided by international headquarters to:
  - (a) Current international finalist quartets, no later than April 1;
  - (b) Current regional/area champion quartets, no later than seven (7) days following the date of their respective regional/area competition; and
  - (c) Current wild card quartets, no later than seven (7) days following the date such quartets were notified of eligibility.
- (2) Deadline for receipt of quartet entry blanks at international headquarters is July 1. Late entries are not permitted.
  - (a) The deadline for receipt of quartet entry blanks is extended to July 15 when a quartet is invited to compete after June 20.
- (3) To complete entry requirements, eligible quartets must:
  - (a) Submit to international headquarters the *Assignment of Recording and Film Rights and Release of Claims* forms, signed by each member of the quartet, for receipt by the deadline date specified in instructions from the music services director;

- (b) Submit to international headquarters the signed copyright clearance form;
- (c) Ensure that each member of the quartet is registered for the international convention at which the quartet wishes to compete; and
- (d) If a contestant in the international quartet finals, submit the *Song Information Sheet* to the director of music services or her representative at the quartet finals briefing or such other time specified by the director of music services.
- (e) If a contestant in the international quartet finals, submit a prepared program to the director of music services at the quartet finals briefing or other such time as specified by the director of music services.

e. International Chorus Competition

- (1) Entry blanks are provided to eligible chapters by international headquarters no later than seven (7) days following the date of their respective regional/area competition.
- (2) Deadline for receipt of chorus entry blanks at international headquarters is July 1 of the current calendar year. Late entries are not permitted.
- (3) To complete entry requirements, eligible choruses must:
  - (a) Submit to international headquarters, for receipt by the deadline date specified in instructions from the director of music services:
    - 1) A list of competing members, including identification numbers;
    - 2) The *Assignment of Recording and Film Rights and Release of Claims* forms, signed by the chorus president; and
    - 3) The signed copyright clearance form;
  - (b) Ensure that all competing chorus members are registered for the international convention;
  - (c) If an international chorus finalist, submit to the director of music services, by the specified time, a *Song Information Sheet* listing appropriate information for all songs that a chorus sings in the chorus semifinals and finals; and
  - (d) If a contestant in the international chorus finals, submit a prepared program to the director of music services at the chorus finals briefing or other such time specified by the director of music services.

6. Drawing for Order of Appearance

a. Special Exceptions

- (1) When a chorus director directs two competing choruses, or sings with one competing chorus and directs another, the following procedures apply:
  - (a) If the name of one competing chorus is drawn fewer than six (6) positions from the name of the other competing chorus, the second name is returned to the drawing until at least six (6) positions separate the two.

- (b) If both chorus names are drawn six (6) or fewer positions from the end of the drawing, the competing chorus holding the earlier number is moved back to allow at least six (6) positions between the two choruses.
  - (2) A competing chorus that has been designated the convention host chorus or competition assistance chorus has the following options:
    - (a) It may make no special request, thereby retaining the position assigned to it by the official drawing for order of appearance; or
    - (b) It may choose either the first or last competing position, provided written notification of such choice is received at international headquarters before the deadline date of sixty (60) days prior to the date of the chorus competition in question. If such notification is not received at international headquarters by the above deadline, the chorus retains the position assigned to it by the official drawing for order of appearance.
  - (3) A chorus or quartet may request to be drawn first in the order of appearance for any official Sweet Adelines competition except the international quartet competition. In the event more than one contestant makes such request, a separate drawing for those quartets or choruses is conducted prior to the regular drawing for order of appearance.
  - (4) A chorus or quartet competing for evaluation only (see Section V: Judging) is automatically drawn prior in the order of appearance to all competitors performing for placement in its respective contest sessions.
    - (a) A chorus competing for evaluation only that has been designated the convention host chorus or competition assistance chorus may elect to perform either first or last, provided written notification of such choice is received at international headquarters before the deadline date of sixty (60) days prior to the date of the chorus competition in question. If such notification is not received at international headquarters by the above deadline, the chorus retains the position assigned to it by the official drawing for order of appearance.
    - (b) A chorus or quartet serving as mic testers will appear for evaluation only at the end of the appropriate session.
  - (5) Satellite Area quartets eligible for international quartet competition appear first in order of appearance.
- b. Regional/Area Competitions
- (1) The drawing for order of appearance is conducted at international headquarters under the supervision of the director of music services.
  - (2) The order of appearance is sent to the competition coordinator (CC), the chair of the regional convention (CRC), the events coordinator (EVC), the panel chair, and the panel secretary.
- c. Harmony Classic
- (1) The drawings for order of appearance for the following year's Harmony Classic are conducted under the supervision of the director of music services at the August Education Direction Committee meeting.

d. International Quartet Competition

- (1) The drawing for order of appearance for the international quartet semifinals is conducted under the supervision of the director of music services at the January Education Direction Committee meeting.
- (2) The drawing for order of appearance for the international quartet finals is conducted by the panel chair immediately following the quartet semifinals.

e. International Chorus Competition

- (1) The drawing for order of appearance for the following year's international chorus semifinals is conducted under the supervision of the director of music services at the August Education Direction Committee meeting.
- (2) The drawing for order of appearance for the international chorus finals is conducted by the panel chair immediately following the chorus semifinals.

7. Restrictions

- a. Photography is prohibited during all competition sessions except as authorized by the Education Direction Committee or the International Board of Directors.
- b. Audio and/or video recording of competition sessions is prohibited except as authorized by the Education Direction Committee or the International Board of Directors.
- c. Community singing is not permitted during a competition session except at a scheduled intermission.
- d. After a competition session has begun and the first contestant has performed, no chorus or quartet, except those competing for placement or evaluation, may perform until all contestants have competed.
- e. No smoking is permitted in the competition hall, including the traffic pattern area and warm-up rooms.
- f. A member may sing in only one quartet in the same competition.
- g. A dual member may sing with each chorus of which she is a member. Unless the dual member is directing one of the competing choruses, no special considerations will be given for the draw for order of appearance.
- h. A chorus director may direct more than one chorus in the same competition, or a member may sing with her chorus and direct a different chorus.
- i. Chapters may not combine to form one competing chorus.
- j. Any choruses that choose to submit a video recording for evaluation may not perform for evaluation or placement at a regional competition in the same year. (see Section VI: Video Evaluation Guidelines)

8. Official Recordingsa. International Competitions

- (1) All contracts for recording of international competition sessions are made by Sweet Adelines International, and no other audio or video recording is permitted except as authorized by the Education Direction Committee or the International Board of Directors.
- (2) Each contestant is provided an audio recording of its competition performance.
- (3) Each contestant, or member of a competing group, may purchase a video recording of its own contest performance(s) at the cost specified by the international organization.
- (4) Any other use of audio or video recordings of international competition sessions is at the discretion of the Education Direction Committee or the International Board of Directors.

b. Regional/Area Competition

- (1) Official recordings of regional/area competition sessions are made under the supervision of the competition coordinator.
- (2) Each contestant is provided an audio recording of its competition performance and may, at the discretion of the regional/area management team, purchase a video recording of its own contest performance.
- (3) Any other use of audio or video recordings of regional/area competition sessions is at the discretion of the Education Direction Committee or the International Board of Directors.

9. Photography

- a. Arrangements for the official photographer for the international chorus and quartet competitions are made by the director of communications and director of music services, subject to approval of the International Board of Directors.
- b. Arrangements for the official photographer for regional/area competitions are made under the supervision of the regional/area management team, subject to guidelines established by Sweet Adelines International.
- c. The official photographer for any official Sweet Adelines competition has the exclusive right to take photographs for sales purposes. (This does not restrict news and amateur photographers from taking pictures for purposes other than sale.)

## SECTION II: COMPETITION ELIGIBILITY

### 1. Chorus Competitions

#### a. Regional/Area Chorus Competition

- (1) Any chorus is eligible to compete in a regional/area chorus competition provided that:
  - (a) It is a chartered chapter in good standing with Sweet Adelines International, i.e., current in the payment of per capita fees; and
  - (b) The chapter is in good standing with its region/area with timely payment of regional or area assessments and entry requirements, as applicable, no later than sixty (60) days prior to its regional/area chorus competition; and
  - (c) All competitors are members of prospective or chartered choruses of Sweet Adelines International in good standing with the chapter in question, as defined in the respective chapter's standing rules, as applicable; or
    - 1) Member's name must appear on chorus' official membership roster at International Headquarters as of the day before the actual competition, or April 30, whichever is first.
  - (d) It is a prospective chapter officially recognized as such by Sweet Adelines International and assigned to the region or area in question; or
  - (e) It is a chartered or prospective chapter in the Satellite Area and has been granted permission by the International Board of Directors to enter the competition in question.
    - 1) Chartered or prospective chapters in the Satellite Area must petition the International Board of Directors to be allowed to compete in a regional/area competition.
    - 2) A petition must be received at international headquarters by September 1 in order for the International Board of Directors to review and approve the petition at its midyear meeting.
    - 3) Upon approval of the petition, all regulations and requirements for participation in a regional/area competition apply to the Satellite chapter petitioner.
- (2) A chapter wishing to enter regional/area chorus competition in order to qualify for placement or for international chorus competition must be approved for charter at least sixty (60) days prior to the date of its regional/area chorus competition.
- (3) Prospective chapters may enter regional/area chorus competition for evaluation only.
- (4) The current regional/area champion chorus and/or the current international champion chorus may enter regional/area chorus competition for evaluation only.

- (5) Any wild card chorus that qualifies for the international chorus semifinals by virtue of score and chooses to compete in the next year's international competition may enter its next year's regional/area chorus competition for evaluation only.
- (6) Satellite Area choruses are not eligible for awards at regional/area competitions; however, a chartered Satellite Area chorus can qualify to compete in the following calendar year's international chorus competition by achieving a score of 560 or more points in the regional/area competition.
- (7) Chartered chapters and registered quartets in regions or areas that hold biennial competitions may petition the regional/area management team to be allowed to compete for evaluation only in another regional/area competition during their region or area's off year.
- (8) Any chorus choosing to submit a video recording for evaluation is ineligible to enter regional/area competition for the purpose of performing for evaluation or placement. (see Section VI: Video Evaluation Guidelines)

b. Harmony Classic

- (1) The five (5) first place Division A (15-30 singing members) and the five (5) first place Division AA (31-60 singing members) choruses or satellite choruses achieving the highest total scores in their respective categories are eligible to compete in Harmony Classic the following calendar year, provided that:
  - (a) The chapter is chartered and in good standing with Sweet Adelines International, i.e., current in the payment of per capita fees; and
  - (b) All competitors are members of Sweet Adelines International in good standing with the chapter in question, as defined in the respective chapter's standing rules; and
  - (c) All entry requirements have been complied with in a timely manner (see Section I: Administration).
  - (d) Choruses competing in Harmony Classic are allowed to compete with forty (40) singing members if designated as a Division A chorus and with seventy-five (75) singing members if designated as a Division AA chorus.
- (2) Current Harmony Classic champions are ineligible to compete in the same division in the subsequent year's Harmony Classic competitions.
- (3) Choruses are ineligible to compete in the same division in two consecutive Harmony Classic competitions.
- (4) In the event that the chorus placing first in the regional/area Division A or Division AA category is ineligible to compete in the following year's Harmony Classic, the chorus placing second in that region's or area's appropriate category will be included in the Harmony Classic pool for competitors.
- (5) In the event that an eligible chorus withdraws or elects not to compete, the next highest scoring first place chorus from the appropriate division is invited as alternate.
- (6) All contestants in regional/area chorus competitions are considered for eligibility in the current calendar year for the subsequent year's Harmony Classic.

c. International Chorus Competition

- (1) Choruses winning the regional or area championship, and Satellite Area choruses attaining the required number of points in a valid contest, are eligible to compete in international chorus competition the following calendar year, provided that:
    - (a) The chapter is chartered and in good standing with Sweet Adelines International, i.e., current in the payment of per capita fees; and
    - (b) All competitors are members of Sweet Adelines International in good standing with the chapter in question, as defined in the respective chapter's standing rules; and
    - (c) All entry requirements have been complied with in a timely manner (see Section I: Administration).
  - (2) In the event that the chorus winning the regional or area championship withdraws or elects not to compete, the chorus placing second in the same qualifying contest is invited to compete.
  - (3) The five (5) second place regional choruses that achieved the highest total scores are named international wild card contestants. Choruses achieving this rank are notified by international headquarters of their eligibility.
    - (a) In the event a tie score occurs in determining the five (5) choruses qualifying as wild cards, the tie is broken in accordance with judging regulations adopted by the International Board of Directors (see Section V: Judging).
    - (b) If an eligible wild card chorus chooses not to compete, the next highest-scoring regional second place chorus will be invited to take its place.
- d. Choruses that qualify for Harmony Classic and international chorus semifinals are allowed to compete in only one of those contests in the same calendar year.

2. Quartet Competitions

a. Regional/Area Quartet Competition

- (1) Any quartet is eligible to compete in its regional/area quartet competition, provided that:
  - (a) Each chapter represented by the quartet is in good standing with Sweet Adelines International, i.e., current in the payment of per capita fees;
  - (b) Each chapter represented by the quartet is in good standing with its region/area in the timely payment of regional or area assessments or entry requirements, as applicable, no later than sixty (60) days prior to its regional/area quartet competition;
  - (c) Each member of the quartet is a member of Sweet Adelines International in good standing with her chapter, as defined in the respective chapter's standing rules;
  - (d) The quartet's name and personnel are registered (Form QR-1) with international headquarters by January 15 of the year of the regional/area quartet competition in question; and

- (e) At least three (3) members of the quartet are members of chapters (including Chapter-at-Large) in the region/area where the quartet wishes to compete.
  - (f) When the quartet consists of members from more than one region/area:
    - 1) If three members are members of a chapter(s) in the same region/area, the quartet must compete in that region/area.
    - 2) If fewer than three members are members of a chapter(s) in the same region/area, the quartet seeks approval from the director of music services to enter regional/area quartet competition in one of the regions/areas with which it is affiliated. The quartet then competes in subsequent regional/area quartet competitions in the designated region/area as long as quartet personnel and regional/area affiliations remain the same.
  - (g) A quartet competitor who is a member of Chapter-at-Large or who is a transfer/transition member must be in good standing with her region/area in the timely payment of regional assessments no later than sixty (60) days prior to the date of regional/area quartet competition.
- (2) Current or past international champion quartets and current international finalist quartets may enter regional/area quartet competitions for evaluation only.
    - (a) Two (2) members of an international champion quartet who were members of the quartet when that ranking was achieved may form a new quartet with a new name. The new quartet is eligible to enter regional/area quartet competition for placement.
    - (b) A quartet that includes three (3) or more members of an international champion quartet who were members of the quartet when that ranking was achieved may enter regional/area quartet competition for evaluation only.
  - (3) Unregistered quartets with members in an area prospective chapter may perform for evaluation only in an area competition.
  - (4) Quartets performing for evaluation only are not eligible for any international prizes or awards.
  - (5) Satellite Area quartets are eligible to compete in a regional/area competition provided that permission has been granted by the leaders of the region/area in question.
    - (a) Satellite Area quartets are not eligible for awards at regional/area competitions; however, a registered Satellite Area quartet can qualify to compete in the next international quartet competition by achieving a score of 560 or more points.
    - (b) Unregistered Satellite Area quartets may enter competition for evaluation only.
  - (6) No substitution of personnel is permitted after forty-five (45) days prior to the date of the regional quartet competition.

b. International Quartet Competition

- (1) Eligibility for international quartet competition is limited to:
  - (a) Quartets winning the regional quartet championship or the area quartet championship (in a valid area quartet competition) in the same calendar year;
    - 1) In the event that the quartet winning the regional or area championship withdraws or elects not to compete by the July 1 deadline, the quartet placing second in the same qualifying contest is invited to compete, unless previously invited as a Wildcard quartet.
  - (b) Quartets winning the previous year's area quartet championship in an area holding competitions every other year, provided the quartet elected not to compete in the preceding international quartet competition;
  - (c) Quartets placing 2 through 15 in the preceding international quartet competition;
  - (d) Quartets qualifying as wild cards following the regional/area quartet competitions, as follows:
    - 1) The ten (10) quartets that achieved the highest total scores but did **not** achieve the rank of regional/area quartet champion are named international wild card contestants. Quartets achieving this rank are notified by international headquarters of their eligibility.
    - 2) In the event a tie score occurs in determining the ten (10) quartets qualifying as wild cards, the tie is broken in accordance with judging regulations adopted by the International Board of Directors (see Section V: Judging).
  - (e) Satellite Area quartets attaining the required number of points in a valid contest.
  - (f) In order to retain the rank of regional/area champion, international finalist or wild card, and the eligibility for international quartet competition which accompanies that rank, a quartet must retain at least three (3) of the members who competed when that ranking was achieved.
- (2) Eligibility for the international quartet finals is limited to the ten (10) quartets receiving the highest total points in the international quartet semifinals. In the event a tie score occurs, the tie is broken in accordance with judging regulations adopted by the International Board of Directors (see, Section V: Judging).
- (3) Eligible quartets, as defined above, must comply with the following:
  - (a) All quartet members must be members of Sweet Adelines International in good standing with their respective chapters, as defined in the chapter's standing rules;
  - (b) The chapter must be chartered and in good standing with Sweet Adelines International, i.e., current in the payment of per capita fees;
  - (c) The quartet's name and personnel must be registered (Form QR-1) with international headquarters by the entry deadline date;

- (d) No substitution of personnel is permitted after thirty (30) days prior to the date of the international quartet semifinals session; and
- (e) All entry requirements have been complied with in a timely manner (see Section I: Administration).

### SECTION III: PENALTIES

#### 1. General

Violation of any competition policy adopted by the International Board of Directors is subject to penalty as determined by the panel chair after consultation with the other judges on the panel. Penalties may range from deduction of a specific number of points to disqualification. Any penalty points assessed are deducted from the total score.

#### 2. Time Penalties

a. Performances are timed separately by the panel secretary and page at regional contests, and by the two panel secretaries at international contests. In the event of a variance between the recorded times, the time most favorable to the contestant prevails.

#### b. Elimination Sessions

- (1) Total singing time of the two separate songs or medleys performed in any Sweet Adelines competition other than a performance package session shall be not less than three (3) and not more than six (6) minutes.
- (2) Timing begins with the first word or chord of a song and ends with the last word or chord of the same song.
- (3) The two songs or medleys performed are timed separately, and times are added together to determine total singing time.
- (4) Penalty for singing over the prescribed time limit is one (1) point for every second, up to a maximum of fifty (50) points. No specific penalty is designated for singing under the prescribed time limit, however, the judges evaluate the effectiveness of undertimed performances.

#### c. Performance Package Sessions

- (1) Total Time: Total time of the performance package in the finals session of any official Sweet Adelines competition is:

- (a) Quartet: Not less than ten (10) and not more than twelve (12) minutes.
- (b) Chorus: Not less than twelve (12) and not more than fifteen (15) minutes.

Timing begins at the first word spoken or the first chord of the first song, whichever begins the performance, and continues through the final chord of the last song or the last word spoken, whichever concludes the performance. The two songs designated as competition songs are not subject to the three-to-six-minute limitation imposed in other competition sessions, and songs are not timed separately.

- (2) Penalties

- (a) Overtime: One (1) point per second is assessed for performances over the prescribed limits, up to a maximum of fifty (50) points.
- (b) Undertime: No specific penalties are designated for performances under the prescribed limits; however, judges evaluate the effectiveness of obviously undertime performances.

### 3. Rule Infraction Penalties

- a. Official Language: The official language for songs designated as competition songs in Sweet Adelines competitions is American English (see the Music Category, *JCDB*, for additional clarification). Languages other than English may be used for noncompetition songs included in the performance package of a chorus or quartet finals session. In all competition sessions, the penalty ranges from a minimum of ten (10) to a maximum of twenty-five (25) points, depending on severity.
- b. Official Songs: The official songs of Sweet Adelines International are *Harmonize the World* and *How We Sang Today*; neither of these songs may be sung in any competition session, including the performance package. Performance of any official song results in disqualification of that song with a score of zero (0) from all official judges.
- c. Religious and Patriotic Songs: Religious and patriotic songs may not be sung in competition (see the Music Category, *JCDB*, for further clarification). Performance of any song that is considered by the music judge(s) and a majority of the judges on the official panel to be either religious or patriotic results in disqualification of that song with a score of zero (0) from all official judges.
- d. Performance Content
  - (1) Eliminations Sessions: Competition performance (time on stage) is confined to singing. An occasional special sound effect (e.g., a cough, a sigh, a clap, a finger snap, a yell, etc.) is permissible, but spoken material or noise-making devices (e.g., bells, whistles, tambourines, drums, etc.) may **not** be included. In all sessions, the penalty ranges from a minimum of ten (10) to a maximum of twenty-five (25) points, depending on severity.
  - (2) Performance Package Sessions: Spoken material and/or sound effects, as defined above, may be utilized in any of the noncompetition songs included in the performance package.
- e. Crowns or Tiaras: Crowns are neither worn by nor presented to any contestant other than the quartet winning first place in the international quartet competition. In all sessions, penalty for violation is twenty-five (25) points.
- f. Staging and Lighting
  - (1) Eliminations Sessions: Staging and lighting are uniform for all contestants. No penalty is attached to the use of props or visual devices in any regional or international contest sessions. The degree to which such use enhances or detracts from the performance is reflected in the showmanship score.

All props and visual devices must enter and leave the performance venue with the chorus or quartet. Storage space for any props or equipment, other than riser chairs or medically necessary items, is not provided at the contest venue.

Props or visual devices requiring excessive set up time will be subject to delay of contest penalties.

All contestants are required to leave the stage in the condition they found it. Anything dis-

carded or dropped must be removed and exit the stage with the contestant. In all sessions, penalty for violation is twenty-five (25) points.

- (2) Performance Package Sessions: Special staging and/or lighting effects may not be incorporated into the songs designated as competition songs but may, at the discretion of the International Board of Directors, be utilized as part of the noncompetition songs included in the performance package. No penalty is attached to the use of props or visual devices in any regional or international contest sessions. The degree to which such use enhances or detracts from the performance is reflected in the showmanship score.

All props and visual devices must enter and leave the performance venue with the chorus or quartet. Storage space for any props or equipment, other than riser chairs or medically necessary items, is not provided at the contest venue.

Props or visual devices requiring excessive set up time will be subject to delay of contest penalties.

All contestants are required to leave the stage in the condition they found it. Anything discarded or dropped must be removed and exit the stage with the contestant. In all sessions, penalty for violation is twenty-five (25) points.

Musical accompaniment is permitted as part of the noncompetition songs included in the performance package.

- g. Misconduct: Any contestant, including a chorus director, may be disqualified for conduct deemed, in the judgment of the panel chair and a majority of the remaining judges on the official panel, to be prejudicial to the welfare of Sweet Adelines International.
- h. Designated Performance Time
- (1) Contestants are expected to report for entry into the traffic pattern at the time and place designated by the competition coordinator and/or the director of music services, and are expected to be ready to perform in their assigned sequence. Any contestant who fails to appear and/or is not ready to perform in the contest at the time designated is penalized twenty-five (25) points, loses position, and appears at the end of the contest.
- (2) If failure to appear is due to circumstances beyond the control of the contestant, tardiness may be excused and penalty withdrawn upon the decision of the panel chair and a majority of judges on the official panel. If it is determined that tardiness was premeditated in order to lose position and appear at the end of the contest, the contestant is disqualified.
- (3) It is expected that a chorus' entrance or exit be completed in a timely fashion. If, in the opinion of a majority of the official panel, a chorus' entrance or exit exceeds a reasonable amount of time, creates a distraction, and/or delays the contest, a penalty may be assessed.
- i. Participants: Only the director(s) and performing members of a competing chorus may appear on stage. A penalty may result, if in the opinion of the official panel, the presence of a "non-singing" member is a distraction and detracts from the musical performance. In all sessions, the penalty ranges from ten (10) to twenty-five (25) points, depending on severity.
- j. Minimum Chorus Size: Competing choruses must have at least fifteen (15) members on stage in addition to the chorus director(s). A chorus that competes with fewer than fifteen (15) competing members, not including the chorus director(s), performs for evaluation only and receives a

written evaluation from each judge, provided that all other requirements for entering the competition have been met. Scores recorded on the scoresheet reflect performance levels rather than specific points earned. The number of competing members is calculated according to the *List of Competing Members* form submitted to the competition coordinator or director of music services at the chorus briefing session.

- k. Change in Performance Package: Contestants qualifying for the finals session of a competition are required to submit a prepared program listing the songs to be performed, designating the two songs to be judged as competition material, and indicating the placement of emcee material. Any deviation from the submitted program results in a zero (0) score in all categories for the bonus points awarded for the performance package.

## SECTION IV: PLACEMENTS AND AWARDS

### 1. Regional and Area Competitions

#### a. Placements

A maximum of five placements are awarded in regional and area competitions.

A maximum of three placements are awarded in regional and area Division A and Division AA categories.

Placements are announced by the panel chair, or her designee, in reverse numerical order.

#### b. Awards

##### (1) Quartet Competitions

(a) The quartet scoring the highest number of total points is named the regional/area champion quartet for the year in which the competition is held. The champion quartet retains that title until the next regional/area quartet competition, when a new champion is named.

(b) Award pins purchased from international sales may be presented to each member of the quartets placing first, second, third, fourth and fifth.

##### (2) Chorus Competitions

###### (a) First through Fifth Place

1) The chorus scoring the highest number of total points is named the regional/area champion chorus for the year in which the competition is held. The champion chorus retains that title until the next regional/area chorus competition, when a new champion is named.

2) A plaque provided by Sweet Adelines International is presented to the champion chorus. This plaque remains in the champion chorus' possession until the next chorus competition is held, at which time it is returned for presentation to the next champion.

a) The champion chorus is responsible for having its name engraved on the champion chorus plaque, the cost of engraving to be reimbursed by Sweet Adelines International upon submission of a receipted bill to international headquarters.

b) When all plates on the champion chorus plaque are filled, the plaque is presented to and retained by the chorus that has placed first most often in the twelve (12)-year period covered by the plaque. If two or more choruses have won the same number of times, duplicate plaques are furnished by Sweet Adelines International and presented to those qualifying, with the original plaque presented to the qualifying chorus to which it was first awarded.

- 3) Award certificates provided by Sweet Adelines International are presented to the choruses placing first through fifth.
  - 4) One of the following awards, purchased from international sales, may be presented to all competing members and chorus director(s) of the choruses placing first, second, third, fourth and fifth:
    - a) Medals on which placement is designated (NOTE: Award medals may be worn only by members and directors of choruses to which the medals were awarded. Nonmembers of Sweet Adelines International, other than directors of choruses that received the awards, are restricted from purchasing and/or wearing award medals); or
    - b) Ribbons for placements first (blue), second (red), third (white), fourth (yellow) and fifth (green).
    - c) Medals or ribbons, for new or noncompeting members, or replacements for lost medals, may be purchased by the member through international sales.
- (b) Division A Chorus Awards
- 1) Eligibility for Division A awards is confined to choruses with a minimum of fifteen (15) singing members and a maximum of thirty (30) singing members on stage.
  - 2) Eligibility for Division A awards is confined to choruses scoring 400 points or above.
  - 3) Choruses performing for evaluation only are not eligible for Division A chorus awards.
  - 4) Award certificates provided by Sweet Adelines International are presented to the Division A chorus award winners placing first through third.
  - 5) One of the following awards, purchased from international sales, may be presented to all competing members and chorus director(s) of the choruses placing first, second and third:
    - a) Medals on which placement is designated (Note: Award medals may be worn only by members and directors of choruses to which medals were awarded. Nonmembers of Sweet Adelines International, other than directors of choruses that received the awards, are restricted from purchasing and/or wearing award medals); or
    - b) Ribbons for placements first (deep purple), second (medium purple) and third (pale purple).
    - c) Medals or ribbons, for new or noncompeting members, or replacements for lost medals, may be purchased by the member through international sales.

(c) Division AA Chorus Awards

- 1) Eligibility for Division AA awards is confined to choruses with a minimum of thirty-one (31) singing members on stage and a maximum of sixty (60) singing members on stage.
- 2) Eligibility for Division AA awards is confined to choruses scoring 400 points or above.
- 3) Choruses performing for evaluation only are not eligible for Division AA chorus awards.
- 4) Award certificates provided by Sweet Adelines International are presented to the Division AA chorus award winners placing first through third.
- 5) One of the following awards, purchased from international sales, may be presented to all competing members and chorus director(s) of the choruses placing first, second and third:
  - a) Medals on which placement is designated (Note: Award medals may be worn only by members and directors of choruses to which medals were awarded. Nonmembers of Sweet Adelines International, other than directors of choruses that received the awards, are restricted from purchasing and/or wearing award medals); or
  - b) Ribbons for placements first (hot pink), second (medium pink) and third (pale pink).
  - c) Medals or ribbons, for new or noncompeting members, or replacements for lost medals, may be purchased by the member through international sales.

(d) Most Improved Chorus Award

- 1) The Most Improved Chorus Award is presented by Sweet Adelines International to the chorus(es) that shows the greatest increase in total points over the preceding year's competition.
  - a) If a tie exists between two or more contestants, multiple awards are presented.
- 2) The chorus must have competed in its regional/area competition the preceding year.
- 3) A certificate provided by Sweet Adelines International is presented to the winner(s) of the Most Improved Chorus Award.
- 4) There is no restriction on the number of consecutive years the award may be presented to the same chorus.
- 5) All choruses competing for placement are eligible for the Most Improved Chorus Award. No minimum score is required.
- 6) Choruses performing for evaluation only are not eligible for the Most Improved Chorus Award.

- c. Tabulation and Announcement of Results
    - (1) The panel secretary tabulates results only for those awards presented by Sweet Adelines International, i.e., placements one through five, Division A and AA chorus awards, and the Most Improved Chorus Award(s).
    - (2) Awards presented by Sweet Adelines International, as defined here, are announced by the panel chair, or her designee. Additional awards provided by the region/area to winners of these awards (i.e., trophies, plaques, etc.) may be presented at the time the announcement is made.
    - (3) Scores of the competitors winning international awards are announced at the same time as their placements are announced.
  - d. The restrictions that apply to the use of the organization's name and logo also apply to official awards and honors presented by the international organization.
  - e. Awards Presented by the Region/Area
    - (1) To be eligible to win any regional/area award based on performance, a contestant must receive a total score of 400 points or above, except for any Regional Most Improved Awards. Most Improved Awards are not subject to achieving minimum scores.
    - (2) Regional/area awards may not be announced or presented within the framework of the awards ceremony at a regional/area competition.
    - (3) Winners of regional/area awards are determined by regional/area personnel, based on the official tabulated results prepared by the panel secretary.
2. International Competitions
- a. Placements
    - (1) The quartet scoring the highest number of total points from the combined scores of all sessions of international competition, thereby placing first, is declared the next calendar year International Champion Quartet.
    - (2) Quartets placing second through fifth are international finalists and medalists; quartets placing sixth through tenth are international finalists.
    - (3) The chorus scoring the highest number of total points from the combined scores of all sessions of international competition, thereby placing first, is declared the next calendar year International Champion Chorus.
    - (4) Choruses placing second through fifth are international finalists and medalists; choruses placing sixth through tenth are international finalists.
    - (5) Choruses competing at Harmony Classic are ranked first through fifth, based on scores in their respective divisions.
  - b. Awards
    - (1) Quartet Competition
      - (a) International Champion Quartet

- 1) Award pins provided by Sweet Adelines International are presented to each member of the international champion quartet.
  - 2) Crowns provided by the Coronet Club are presented to each member of the international champion quartet.
  - 3) The traveling Renee Craig trophy provided by the Coronet Club is presented to the international champion quartet, to remain in its possession until the next international quartet competition, at which time it is to be returned for presentation to the next international champion quartet.
  - 4) The international champion quartet is responsible for having its name engraved on the Renee Craig trophy, and for returning the trophy to the convention site the next year. Expenses incurred for shipping and engraving are reimbursed by Sweet Adelines International upon submission of a receipted bill to international headquarters.
- (b) International Medalist Quartets: Award pins provided by Sweet Adelines International are presented to each member of the quartets placing second through fifth.
- (c) International Finalist Quartets: Award charms provided by Sweet Adelines International are presented to each member of the quartets placing sixth through tenth.
- (2) Chorus Competition
- (a) International Champion Chorus
- 1) Award medals provided by Sweet Adelines International are presented to each competing member and chorus director(s) of the international champion chorus. (Medals for new or noncompeting members, or replacements for lost medals, may be purchased through international sales.)
  - 2) Award medals may be worn only by members and directors of the choruses to which the medals were awarded. (NOTE: Nonmembers of Sweet Adelines International, other than directors of choruses receiving the awards, are restricted from purchasing and/or wearing award medals.)
  - 3) Award certificates provided by Sweet Adelines International are presented to the president and director(s) of the international champion chorus.
  - 4) An international champion chorus trophy provided by Sweet Adelines International is presented to the international champion chorus, and is permanently retained by the chorus.
  - 5) The international champion chorus is responsible for having its chapter name engraved on the trophy. Expenses incurred for engraving are reimbursed by Sweet Adelines International upon submission of a receipted bill to international headquarters.

(b) International Medalist Choruses:

- 1) Award medals provided by Sweet Adelines International are presented to each competing member and chorus director(s) of the international medalist choruses. (Medals for new or noncompeting members, or replacements for lost medals, may be purchased through international sales.)
- 2) Award medals may be worn only by members and directors of the choruses to which the medals were awarded. (NOTE: Nonmembers of Sweet Adelines International, other than directors of choruses receiving the awards, are restricted from purchasing and/or wearing award medals.)
- 3) Award certificates provided by Sweet Adelines International are presented to each international medalist chorus and its director(s).

(c) International Finalist Choruses:

- 1) Award charms provided by Sweet Adelines International are presented to each competing member and chorus director(s) of the international choruses placing sixth through tenth.
- 2) Award charms may be worn only by members and directors of the choruses to which the charms were awarded. (NOTE: Nonmembers of Sweet Adelines International, other than directors of choruses receiving the awards, are restricted from purchasing and/or wearing award charms.)
- 3) Award certificates provided by Sweet Adelines International are presented to each international finalist chorus and its director(s).

(d) Harmony Achievement Award

- 1) The following formula determines competitors eligible for the Harmony Achievement Award:

Total number of performers on stage at any time, including directors, divided by the number of contestants, multiplied by 80% = the largest chorus eligible for the Harmony Achievement Award.

Competing members are calculated from information on the *List of Competing Members* form submitted to international headquarters prior to competition.

- 2) Eligibility for the Harmony Achievement Award is confined to choruses scoring 960 points or above.
- 3) An award plaque provided by Sweet Adelines International is presented to the winner of the Harmony Achievement Award.
- 4) The chorus winning the Harmony Achievement Award is responsible for

having its name engraved on the award plaque, and for returning the plaque to the convention site the next year. Expenses incurred for shipping and engraving are reimbursed by Sweet Adelines International upon submission of a receipted bill to international headquarters.

- 5) Medals provided by Sweet Adelines International are presented to the chorus director(s) and competing members of the Harmony Achievement Award winner.
- 6) Winning the Harmony Achievement Award does not preclude a chorus from winning any other award at international chorus competition.

(e) Harmony Classic

- 1) Award medals designating appropriate placement and division, provided by Sweet Adelines International, are presented to each competing member and chorus director(s). (Medals for new or noncompeting members, or replacements for lost medals, may be purchased through international sales.)
- 2) Award medals may be worn only by members and directors of the choruses to which the medals were awarded. (Note: Nonmembers of Sweet Adelines International, other than directors of choruses receiving the awards, are restricted from purchasing and/or wearing award medals.)
- 3) Award certificates are presented to each competing chorus and its director(s).
- 4) A chorus placing first at Harmony Classic is presented a traveling trophy, designating the appropriate division, by Sweet Adelines International.
- 5) The chorus placing first in each division is responsible for having its name engraved on the trophy, and for returning the trophy to the competition site the next year. Expenses incurred for shipping and engraving are reimbursed by Sweet Adelines International upon submission of a receipted bill to international headquarters.

(3) Audience Choice Awards

- (a) Under the direction of the director of music services and prior to the start of Harmony Classic and the International Quartet Finals and International Chorus Finals sessions, one hundred (100) members of the audience are selected by random to determine the Most Entertaining Quartet and the Most Entertaining Chorus in their respective sessions. No criteria for this determination is established except the personal preference of the individual audience member.
- (b) The quartet and chorus receiving the highest number of votes, in their respective sessions, win the awards.
- (c) Eligibility is confined to the ten choruses competing in the Harmony Classic and the mic-testers and ten contestants appearing in the International Quartet Finals and the International Chorus Finals sessions.
- (d) An award plaque provided by Sweet Adelines International is presented to the winners of the audience Choice Awards. The winner is responsible for having its name engraved on the plaque. Expenses incurred for the engraving are reimbursed by Sweet

Adelines International upon submission of a receipt and bill to the international headquarters.

- (e) Ribbons (rainbow colors and design) provided by Sweet Adelines International are presented to each member of the winning quartet and to the chorus director(s) and competing members of the Audience Choice Awards.
  - (f) Winning the Audience Choice Award does not preclude a quartet or chorus from winning any other award at their respective international quartet or chorus finals session.
- (4) The restrictions that apply to the use of the organization's name and logo also apply to official awards and honors presented by the international organization.

c. Announcement of Results:

- (1) At the conclusion of the international quartet and chorus semifinals sessions, the drawing for order of appearance for the next session is conducted by the panel chair.
- (2) Contestants qualifying to compete in the finals sessions are announced by the panel chair at the time of the drawing for order of appearance.
- (3) Prior to the drawing for order of appearance in the international quartet and chorus finals sessions, the eleventh-place quartet and the eleventh-place chorus are announced as mic testers for the respective finals sessions. Quartets placing fifteenth through twelfth will be announced prior to the announcement of the mic testing quartet.
- (4) Announcement of the Audience Choice Award winner and presentation of the awards are made at the appropriate international finals session, prior to the announcement of the top ten placements.
- (5) Announcement of results of the finals sessions is made by the International President or, if she is a competitor in that finals session, by her designee.
- (6) Scores of the international finalists are announced at the same time as their placements are announced.

d. Awards Presentation:

(1) Quartet Competition:

- (a) The awards presentation ceremony is planned by the director of music services in consultation with the International President.
- (b) Award charms for international finalist quartets are presented by members of the Coronet Club. Invitations to presenters are issued by the Coronet Club president.
- (c) Award medals for international medalist quartets are presented by past international champion quartets. Invitations to presenters are issued by the International President.
- (d) Crowns and award medals for the international champion quartet are presented by the retiring international champion quartet.
- (e) The Renee Craig trophy is presented by the International President or a member named by her.

- (f) ASCAP trophies are presented to each member of the international champion quartet by a representative of ASCAP.
  - (g) Flowers are presented by the International President or a member(s) named by her.
- (2) Chorus Competition:
- (a) The awards ceremony is planned by the director of music services in consultation with the International President.
  - (b) Award charms and certificates are presented to competing members and chorus director(s) of the choruses placing sixth through tenth by the International President or others named by her.
  - (c) Award medals and certificates are presented to international medalist choruses by the president and director of the chorus winning the respective award the preceding year or by others designated by the International President. Invitations to presenters are issued by the International President.
  - (d) Award medals and certificates are presented to the international champion chorus by the president, the director and selected members of the retiring international champion chorus, or by others designated by the International President.
  - (e) The international champion chorus trophy is presented by the International President or another member designated by her.
  - (f) An ASCAP trophy is presented to the director of the international champion chorus by a representative of ASCAP.
  - (g) The Harmony Achievement Award plaque and medals for each competing member and chorus director(s) of the Harmony Achievement Award winner are presented by representatives of the previous year's Harmony Achievement Award winner or by the International President or member(s) designated by her.

## SECTION V: JUDGING

### 1. General

- a. Selection of Judges: Judging panels for Sweet Adelines competitions are recommended by the Judge Specialists to the Education Direction Committee, with the approval of the International President.
- b. Emergency Situations
  - (1) In an emergency situation, a certified judge may serve in any of the four categories. Any substitution must remain constant throughout the competition session.
  - (2) After a competition session has commenced, and until it has concluded, emergency decisions concerning the judging of contestants rest in the hands of the panel chair, who may or may not call for a vote of the official judges in reaching a conclusion. (Examples of situations requiring emergency decisions are power failure, equipment failure or audience disturbance of major proportion.)
- c. Tie Scores: If a tie in total score exists between two or more contestants, the contestant receiving the highest total score in the sound category is awarded the higher placement. If a tie still exists, the contestant receiving the highest total score in the music category is awarded the higher placement, and this procedure is followed through the categories of expression and showmanship until the tie is broken.
- d. Performance Evaluation: During the competition weekend, each competing group receives a copy of the official tabulated results, a copy of each judge's score sheet, and an audio recording of its competition performance(s).
- e. Standards for Performance Adjudication: Performances are evaluated and adjudicated in the categories of sound, music, expression, and showmanship, according to the standards for competition performance defined in the *Judging Category Description Book*.
- f. Official Tabulated Results: Following a competition session, copies of the official tabulated results are provided to authorized personnel.
- g. A valid contest must have at least three contestants.

### 2. Judging Panels

- a. Regional/Area Competitions
  - (1) The judging panel consists of four (4) judges, each assigned to a category in which she is qualified and one (1) panel secretary. One of the judges may serve as panel chair, or an additional judge may be appointed to serve in a supervisory capacity only.
  - (2) Upon determination of the Judge Specialists, in competitions with a small number of contestants, two (2) certified judges may be selected to judge in the four judging categories, each serving in two of the four categories, and one serving as panel chair.

b. International Competitions

- (1) The judging panel for each competition session, including Harmony Classic, consists of eight (8) judges, each assigned to a category in which she is qualified, with two judges assigned to each of the four categories; one (1) panel secretary and one (1) panel chair, who may be assigned to a category in which she is qualified or who may serve in a supervisory capacity only.
- (2) The same official judging panel may serve for both the international chorus competition and the international quartet competition, or for both Harmony Classic sessions, or different judging panels may be appointed for each competition, or the judging panels may be composed of some of the same and some different panel members.

3. Points

- a. The categories and maximum number of points available are:

REGIONAL COMPETITIONS

Category	Points per Song/Medley	Points per Judge	Maximum Points
Sound	100	200	200
Music	100	200	200
Expression	100	200	200
Showmanship	100	200	200
TOTALS	400	800	800

INTERNATIONAL COMPETITIONS

Category	Semifinals Session	Finals Session	Bonus Points	Maximum Points
Sound	400	400	20	820
Music	400	400	20	820
Expression	400	400	20	820
Showmanship	400	400	20	820
TOTALS	1600	1600	80	3280

HARMONY CLASSIC

Category	Points per Song/Medley	Bonus Points	Points per Judge	Maximum Points
Sound	100	10	210	420
Music	100	10	210	420
Expression	100	10	210	420
Showmanship	100	10	210	420
TOTALS	400	40	840	1680

4. Evaluation Only

- a. Contestants performing for evaluation only receive letter grades only and are not assigned numerical scores by the judging panel.
- b. There is no ranking of contestants competing for evaluation only. Such contestants are listed at the end of the official tabulated results, with the indication “evaluation only” in place of a numerical score and/or placement.

**APPENDIX A: SAMPLE PERFORMANCE PACKAGES**

Song  
Emcee  
Song  
Emcee  
Contest Song #1  
Contest Song #2

Song  
Contest Song #1  
Song  
Emcee  
Contest Song #2

Contest Song #1  
Contest Song #2  
Emcee  
Song  
Emcee  
Song

Song  
Contest Song #1  
Emcee  
Contest Song #2  
Song

The above samples are not intended to specify the only possibilities for presentation in the performance package, but rather to demonstrate examples of typical performance configurations. Each individual judge awards zero to ten (0-10) points based on her personal assessment of the entertainment value of the overall performance package, including programming, songs performed and emcee material.

## SECTION VI: VIDEO EVALUATION GUIDELINES

### 1. Purpose

Choruses have the option to submit a video recording for evaluation by the official panel for their regional/area competition. This option is exercised when a chorus wants the educational benefit of the evaluation but is unable to perform on stage during the annually scheduled regional/area convention. This option may prove invaluable to a chorus that cannot routinely compete every year because of expense or other reasons. It could also relieve some of the stress of the host chorus if it chooses this option rather than performing on stage along with its hosting responsibilities. Any chartered or prospective chorus is eligible to exercise this option.

Members of choruses who choose this option are still encouraged to attend their regional/area convention.

### 2. Entry Procedures

A chorus choosing to submit a video recording for evaluation must complete the following steps.

- a. Submit a formal entry form and registration fee, adhering to all established chorus entry deadlines.
  - (1) Choruses may choose to submit a video recording only to their assigned region/area.
  - (2) A chartered or prospective chorus in the Satellite Area may choose, with the approval of the director of music services, which region it will participate in. This approval must be obtained at least 90 days prior to the competition date.
- b. Submit the video recording, prepared in accordance with the requirements listed below, to the competition coordinator the week prior to the competition date or deliver the video to the CC or her designee on the Thursday of the convention week-end. Discuss with the CC, well in advance of the competition, which method will best fit the needs of the chorus. It is the responsibility of the chorus to ensure that the CC, or her designee, receives the video recording at the designated time.

### 3. Requirements for Recording

- a. Ideally, the video camera used to record the performance should be able to take direct sound input from balanced microphones. If not, the video recording should be checked to ensure that the quality of the recording is sufficient for an effective evaluation.
- b. One to three cameras should be used. The camera(s) should be on a stand and not hand-held.
- c. The recording is to be submitted on a 15 or 30 minute video recording, either in the DVD, VHS or PAL format, depending on the requirements of the host region.

- d. The facility and the lighting should be suitable for a competition performance. Lighting is to be uniform for the entire performance and no special effects are to be used.
- e. Camera shots should be taken with the showmanship judge in mind. She needs to see facial expression, choreography, full shots of the chorus, etc. It is recommended that during ballads there should be more close-ups and panning of the chorus. During uptunes, wide angle shots are usually more effective. Long shots should frame the chorus. Be sure to have a variety of shots without creating a jumpy video or giving the viewer a feeling of a rolling sea.
- f. At the beginning of the recording, an individual is to introduce the contestant, announcing the name of the chorus and the director and the chorus's official location.
- g. The chorus will perform two contest songs. The performance is subject to all contest rules, such as timing, content, etc. and should include a formal bow.
- h. The chorus must be on risers, in full costume and make-up. The make-up must be applied in such a manner that it is appropriate for videotaping.
- i. The submitted video recording is the property of Sweet Adelines International and will not be returned to the chorus.

#### 4. General Procedures

- a. The Music Services Department will notify the panel chair, competition coordinator and official panel liaison of the regions/areas involved of the names of the choruses planning to submit video recordings 45 days prior to the competition weekend.
- b. The competition coordinator will give the tapes to the panel chair along with the other judging papers. Scoresheets and contestant envelopes will be provided by the Music Services Department.
- c. The official panel will review the tapes submitted for evaluation immediately following the viewing of the chorus level tape and prior to the start of the official contest. Sufficient time must be allowed by the panel for this purpose.
- d. The official panel will complete the scoresheets using a level score rather than a number. The original copy of the scoresheet will be placed in the competitor envelope and mailed by the official panel liaison to the evaluated chorus. Pre-paid postage will be on the envelopes whenever possible. If pre-paid postage is not available, the official panel liaison should submit a copy of the receipt to the Director of Music Services within 45 days for reimbursement.
- e. One copy of the scoresheet, along with the video recording, is to be returned to the Music Services Department by the panel secretary. This is to be included with the other competition material.

5. Restrictions

- a. Submitting a video recording for evaluation does not replace the existing rule requiring choruses to compete every three years in order to maintain their charter.
- b. Choruses submitting a video recording are not eligible for any prizes or awards.
- c. A chorus submitting a video recording for evaluation may not perform on the regional contest stage for evaluation or placement in the same year.