

## FESTIVAL GENERAL RULES

1. THE SAFEGUARDING POLICY is printed in this document and is on the website. It is also circulated to entrants to the festival. In the interests of child safety, all children must be accompanied by a parent or other responsible adult at all times.
2. STATUS: The Festival is open to all who do not make their living wholly or in part from the discipline entered.
3. AGE LIMIT: See each discipline section for clarification. These will be strictly observed.
4. CLOSING DATES FOR ENTRIES: 30<sup>th</sup> September for **All disciplines**. Late entries will incur a penalty of £2.00 an entry.
5. **ENTRIES** to be made using the Online Entry System accessed via the website: [RWBArtsFestival.com](http://RWBArtsFestival.com). Entries will be open from 1<sup>st</sup> May. Please note paper and email entries are no longer accepted. All online entries will receive tickets via email. **Entry Fees must be sent with the entry. Refunds will not be issued once entries have been made.** In the case of hardship, please contact the Section Entry Secretary to ask about the Mary Champion Fund.
6. **FEES: Please make all payments by BACS** Bank details: HSBC, Sort Code: 40-47-16, Account: 11400479 **with Ref: RWBAF and Invoice No. Cheques will no longer be accepted.**
7. **FRIENDS:** Bank details: HSBC, Sort Code 40-47-16, Account: 11400487. Payments annually in January please.
8. **MUSIC / BACKING TRACKS:** Please note that backing tracks will be digital. CD's will no longer be an option. Further information will be sent after your entry has been submitted.
9. REQUESTS for specific times or days will be taken into account but cannot be guaranteed. If you cannot attend the Festival, please notify the Chair of the relevant Discipline as soon as possible.
10. CONFIRMATION will be sent detailing Venue, Class, Day, Time and relevant instructions concerning the festival to participants as soon as possible after the closing date for entries.
11. PRESENTATION: Participants are asked to think of their appearance as part of their performance and dress suitably i.e. casual but smart. Your performance begins when you leave your seat and ends when you return to your place.
12. **PHOTOGRAPHY, VIDEO AND AUDIO RECORDING USING ANY DEVICE IS FORBIDDEN:** The Festival is bound by Child Protection & Safeguarding Laws and Copyright Laws and cannot allow photography, tape or video recording during any performance or adjudication. The Press or an official photographer may be in attendance at the festival. Photographs will only be published with permission sanctioned by parents/guardians/carers at the time of Entry to the Festival.
13. MOBILE PHONES: These must be turned off during performances.
14. ADJUDICATORS: Alternative or additional Adjudicators may be appointed as necessary. COMMUNICATION WITH ADJUDICATORS IS STRICTLY PROHIBITED. THE ADJUDICATORS DECISION IS FINAL: Marks awarded by the Adjudicator will be in accordance with the new BIFF scheme. The festival awards a trophy and RWBAF Gold Medal to the person gaining the highest mark in the class, providing the mark is 84 or above.
15. TROPHIES: All Trophies remain the property of the festival and must be returned by **30<sup>th</sup> September of the following year**. Trophies must be signed for at the Steward's Table. A Trophy may be engraved at personal cost. However, Mr. David Radway, Engraver, Apsley House Arcade, 50 High Street, RWB supports the festival by engraving trophies for free. Lost or damaged trophies must be replaced or repaired by the candidate.
16. TIME LIMITS MUST BE STRICTLY OBSERVED: Failure to comply may lead to penalisation in marks. If the time is excessive the performance may be stopped. **Introductions are not included in the time limit.**
17. ACCOMPANISTS are permitted in most Vocal and Instrumental classes. See Singing and Instrumental classes for details. Accompanists are not permitted in Musical Theatre classes.
18. ORDER OF PERFORMANCE: Entrants must perform in the order given unless involved elsewhere, in which case, the STEWARD must be notified, and they will be re-called at the end of the class.
19. Performers are not allowed to reproduce work presented the previous year, except in Dance.
20. COMMITTEE'S RIGHTS: The Committee may combine classes where entries are small, divide classes where entries are large, and has the power to make other regulations or interpret or qualify any of these rules as occasion may arise.
21. SUBSTITUTION: No substitutions will be allowed after entry for Solo, Duo/Duet, Trio or Quartet Classes, except in exceptional circumstances and by prior arrangement with the Committee. Substitutions are allowed in Group, Ensemble and Choir Classes.
22. COMPLAINTS: Please make any complaint to the Chair of the Festival in writing accompanied by a fee of £10.00 to cover administration costs, which will be returned if the complaint is upheld. The festival will inform the complainant of their decision within one month. If this outcome is not acceptable, the complaint may be taken up with the British and International Federation of Festivals, whose decision will be final. The Royal Wootton Bassett Arts Festival Vice Chair(s) will be able to supply the address.
23. LOST PROPERTY: The Festival cannot accept responsibility for property left at venues during the event.
24. SAFETY OF THE PUBLIC: It is necessary for parents, teachers, and those responsible for children or disabled or those persons with additional needs to be aware of any limitations. Anyone requiring assistance must make this known at the time of entry.