

COMPETITION HANDBOOK



Competition Handbook

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MISSION STATEMENT

Elevating women singers worldwide through education, performance, and competition in barbershop harmony and a cappella music.

VISION STATEMENT

Inspiring and empowering voices to joyfully harmonize the world.

GUIDING PRINCIPLES

Musical Excellence: We honor and embrace artistry, education and innovation in the performance of women's a cappella music while championing the barbershop style.

Culture of Belonging: We create harmony where every voice matters. We foster a culture that provides a joyful place to share our uniqueness within a global community united in song.

Diversity & Inclusion: We celebrate our differences as essential to the rich harmony that unites us. As we recognize barbershop's African American origins and learn from our exclusionary past toward women of color, we reject discrimination and unwaveringly strive toward greater awareness, openness and understanding of each other.

Personal Empowerment & Leadership: We encourage and empower everyone to lead from where they stand. We foster individual skills, nurture personal growth, and provide education and mentoring to develop strong, effective leaders on and off the stage.

Outreach: We build strong connections by sharing our love of barbershop harmony throughout our communities, countries and the world.

Volunteer Leader Code of Conduct

The Sweet Adelines International Volunteer Leader Code of Conduct is intended to promote a positive, uplifting culture within the Sweet Adelines International organization. As volunteer leaders of Sweet Adelines International, your conduct should exemplify conduct, which accords respect and dignity to fellow members and everyone with whom you come into contact.

As an extension of Sweet Adelines International, Volunteer Leaders of Sweet Adelines International commit to:

1. Act with integrity and conduct themselves in a professional manner while representing Sweet Adelines International.
2. Communicate in a manner that reflects the respect and harmony promoted in our organizational Guiding Principles.
3. Treat fellow singers, guests, and those in the community with care, dignity and respect, being considerate and courteous of the opinions of other members, representatives, and staff.
4. Positively affect those around them, to share the love of harmony throughout our communities, countries, and the world.
5. Resolve issues with fairness through listening and healthy communication in an atmosphere of respect, positivity, and possibility.
6. Act in a respectful manner and avoid disparaging talk in person or participation in derogatory posts on social media that might damage the reputation of Sweet Adelines International and Sweet Adelines members.
7. Maintain confidentiality of all proprietary and confidential information to which you are exposed while serving as a volunteer leader.
8. Adhere to the rules and guidelines of Sweet Adelines International, including those defined in the organization's policies, bylaws, handbooks, regional handbooks, and chapter guides, as well as the Mission Statement, Vision Statement, and Guiding Principles.

Thank you for the gifts of your time and talents as a leader of this organization. Your efforts as an ambassador of Sweet Adelines International are priceless as we strive to Harmonize the World.

SECTION I: ADMINISTRATION

PURPOSE OF COMPETITION

- Competition is a primary educational tool and performance opportunity for advancing the musical art form of barbershop harmony.
- Regional/area chorus and quartet competitions, International Division, 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. The purpose of Open Division is to provide additional opportunities for education and success on the contest stage.
- Harmony Classic is an international competition held for the purpose of naming the international champion choruses in Division A (12-30 singing members) and Division AA (31-60 singing members). Each chorus is allowed one director that does not need to be included in the chorus count. If a chorus has two or more directors, additional directors should be included in the count.
- International quartet competition is held for the purpose of naming the international champion quartet, and for determining eligibility for the next international quartet competition.
- International chorus competition is held for the purpose of naming the international champion chorus.

GENERAL PROCEDURES

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, International Division, should prepare to sing two (2) separate competition songs or medleys.
2. Contestants in a regional/area competition, Open Division, should prepare to sing one (1) competition song or medley, to be performed as part of the entertainment package.
3. Contestants in Harmony Classic should prepare to sing one (1) competition song or medley, to be performed as part of the entertainment package.
4. Contestants in the international chorus competition should prepare to sing three (3) separate competition songs or medleys: two (2) to be performed in the chorus semifinals and, in the event the chorus qualifies as a contestant in the chorus finals, the remaining one (1) to be performed as part of the finals entertainment package.
5. Contestants in the international quartet competition should prepare to sing three (3) separate competition separate songs or medleys: two (2) to be performed in the quartet semifinals; and, in the event the quartet qualifies as a contestant in the quartet finals, the remaining one (1) to be performed as part of the finals entertainment package.
6. Any contestant who sings the same competition song in more than one session of the same contest (semi-finals or finals) shall be disqualified.

Entertainment Package

1. Contestants, chorus or quartet, competing in the Open Division shall present an entertainment package within the time limits defined in Section III: Penalties – Total Time (Regional) (pg. 15). The entertainment package includes:
 - A. One (1) song or medley appropriate for use in a Sweet Adelines competition;
 - B. At least one (1) other song; and
 - C. Emcee material.

2. Contestants qualifying to compete in Harmony Classic or in the finals session of international chorus or quartet competition shall present an entertainment package within the time limits defined in Section III: Penalties – Total Time (International) (pg. 15). The entertainment package includes:
 - A. One (1) song or medley appropriate for use in a Sweet Adelines competition; and
 - B. At least one (1) other song; and
 - C. Emcee material.
3. Exceptions to competition rules and regulations applicable to the songs not designated as competition songs are defined in Section III: Penalties (pg. 16).
4. Sample entertainment packages are included in Section V: Sample Entertainment Packages (pg. 30).

Evaluation Only

1. Any chorus (including prospective choruses and current champions) or quartet (including unregistered quartets in areas only, current or past international quartet champions or current international finalists) may compete in a regional/area competition, International Division, for Evaluation Only by so indicating on the entry form submitted to the Competition Department at IHQ.
 - A. Any chorus (including prospective choruses and current chorus champions) or quartet (including unregistered quartets in areas only, current or past international quartet champions or current international quartet finalists) may compete in the Open Division in a regional/area competition for Evaluation Only.
 - B. A chorus competing for Evaluation Only or Open Division (video evaluation excluded) may use the performance to meet the requirement for having competed every three (3) years to maintain the chorus' charter.
2. Eligible contestants may compete for Evaluation Only in any international competition.

Evaluation by Video Recording

Any quartet or chorus, including prospective choruses and current champion quartets and choruses, may submit a video recording for Evaluation Only or Open Division by the official panel at a regional/area competition by so indicating on the entry form submitted to the Competition Department at IHQ. See Section VI: Video Evaluation Guidelines. Evaluation by Video Recording is not a substitute for the required participation in contest (once every 3 years).

Mic-Testers

Mic-testers are required and are there for the panel to set the sound in the venue for the comfort and needs of the judges and audience.

1. Regional Chorus Competition
 - A. Mic-testing choruses may be any chorus or group of members from the region.
 - B. There is no specific qualifying singing level of the chorus in order for them to be eligible.
 - C. They must know the words and notes to a song, and have sung together previous to performing onstage.
 - D. Mic-testing choruses are only eligible to compete for Evaluation Only or Open Division and must compete last.
2. Regional Quartet Competition
 - A. Mic-testing quartet may be a Sweet Adelines quartet that is not competing. They may be from your region, any other Sweet Adelines region (if desired) or a quartet put together specifically for the purpose of mic-testing.
 - B. There is no specific qualifying singing level of the quartet in order for them to be eligible.
 - C. Mic-testing quartets are only eligible to compete for Evaluation Only and Open Division and must compete last.

SUPERVISION

1. 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.
 - A. On-site supervision of regional and area chorus and quartet competitions is assigned to the regional competition coordinator (CC) appointed by the Education Direction Committee for a term September 1 through August 31. The CC works in conjunction with the Competition Department at IHQ, the events coordinator (EVC), the chair of the regional convention (CRC), and the convention steering committee and/or competition assistance chorus to see that all aspects of the competition operate in accordance with the rules and regulations of Sweet Adelines International.
 - B. On-site supervision of international chorus and quartet competitions is assigned to the Competition Department at IHQ, which work in conjunction with the International President, the Education Direction Committee and the panel chair of each individual international contest, to see that all aspects of the competitions operate in accordance with rules and regulations of Sweet Adelines International.

SCHEDULING

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 three to five years in advance and may be changed only by approval of the Competition Department at IHQ.

Area Chorus and Quartet Competitions

1. May be scheduled from March 1 to July 1;
2. May be held annually or biennially (upon approval of a petition to the International Board of Directors), in accordance with rules and regulations of the area;
3. Must be scheduled, and request for judges must be received by the Competition Department at IHQ, by January 1 of any year for a competition to be held the following calendar year.

Joint Regional/Area Competitions

1. Regions/areas have the option of offering combined regional/area contests.
 - A. Approval must be obtained from the Education Direction Committee and the Competition Department at IHQ at least twelve (12) months in advance of the contest.
 - B. One (1) order of appearance is drawn per contest, intermingling competitors from all participating regions/areas.
 - C. Each region/area has its own winners in each category for each contest.
2. Only one (1) awards ceremony is held per contest.
 - A. Participating regions/areas are responsible for determining their own methods for sharing expenses and revenues.

ENTRY PROCEDURES

Regional Chorus and Quartet Competitions

1. Regional competition entry forms are sent by the region to registered quartets and chartered and prospective choruses within the region approximately one hundred and five (105) days prior to the respective regional competition dates. The entry forms are also available on the Sweet Adelines website.
2. All four voice parts must be represented in any performance if competing in the International Division or for the contest song in the Open Division.
3. Deadline for receipt of regional competition entry forms to the Competition Department at IHQ is sixty (60) days prior to the date of the respective chorus or quartet competition. In order to be valid, entry forms must be accompanied by:
 - A. Quartet entry fee of \$100.00; or
 - B. Chorus entry fee of \$150.00.
 - C. Song Information, which details the song title, arranger, and the date each song was rated as Admissible from the Song Assessment Tool, for each song that will be sung during a performance. Any desired changes to the submitted songs must be a) submitted at the Contest Briefing; and b) provide the song title, arranger and the date each song was rated as Admissible from the SAT.
 - D. A late fee of \$100.00, in addition to the prescribed entry fee, is assessed for any quartet or chorus for which an entry form is received by the Competition Department at IHQ after the deadline date of sixty (60) days prior to the competition in question.
 - E. A fee of \$50.00 is assessed to any chorus that changes its riser designation after the initial draw for order of appearance has been completed.
 - F. All fees are nonrefundable and nontransferable.
 - G. Each chorus competing in any division, including Open Division, Evaluation Only (excluding competing via video submission) and International Division must submit a List of Competing Members form to the regional competition coordinator (CC) at the chorus briefing held prior to the chorus contest during the region's convention weekend.
 - H. Each chorus or quartet competing in Open Division must submit a prepared program, via the Video Cue Sheet Form, to the regional competition coordinator (CC) thirty (30) days prior to the regional convention.
4. Late entries are not accepted after forty-five (45) days prior to each region's competition weekend.
5. Contestants whose late entries are accepted by the Competition Department at IHQ after the 60-day deadline, or who have changed riser designation after completion of the initial draw, will sing at the beginning of the competition session in question, after those competitors that have selected to perform first in the contest session but prior to those contestants included in the official drawing for order of appearance. These late contestants are designated with a letter following the contestant number.
6. Contestants competing for Evaluation Only or Open Division are still required to pay the full entry fees for their respective contest session.
7. Any quartet or chorus choosing to submit a video recording for Evaluation Only or Open Division is still required to pay the full entry fee. See Section VI: Video Evaluation Guidelines.

Area Chorus and Quartet Competitions

1. Area competition entry forms are sent by the education coordinator (ED) to registered quartets and chartered and prospective choruses within the area approximately one hundred and five (105) days prior to the respective area competition date.

- A. Quartets may request to compete in another region's quartet contest. If the region approves the request, the quartet is only eligible to compete for Evaluation Only and Open Division, and the quartet is subject to all International and Regional entry fees.
2. All four voice parts must be represented in any performance if competing in the International Division or for the contest song in the Open Division.
3. Deadline for receipt of area competition entry forms by the ED is sixty (60) days prior to the date of the respective chorus or quartet competition. In order to be valid, entry forms 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. Song Information, which details the song title, arranger, and the date each song was rated as Admissible from the Song Assessment Tool, for each song that will be sung during a performance. Any desired changes to the submitted songs must be a) submitted at the Contest Briefing; and b) provide the song title, arranger and the date each song was rated as Admissible from the SAT.
 - D. A late fee, in addition to any prescribed entry fee, may be assessed to any quartet or chorus for which an entry form is received after the deadline date of sixty (60) days prior to the competition in question.
 - E. Late fees are nonrefundable and nontransferable.
 - F. Each chorus must submit a List of Competing Members form to the regional competition coordinator (CC) at the chorus briefing held prior to the chorus contest during the areas' convention weekend.
 - G. Each chorus and quartet must submit to the regional competition coordinator (CC) a Song Information Sheet listing appropriate information for all songs a competitor sings thirty (30) days prior to your regional competition;
 - H. Each chorus or quartet competing in Open Division must submit a prepared program, via the Video Cue Sheet form, to the regional competition coordinator (CC) thirty (30) days prior to your regional competition.
4. Late entries are not accepted after forty-five (45) days prior to each area's competition weekend.
5. Contestants whose late entries are accepted by the Competition Department at IHQ after the 60-day deadline, or who have changed riser designation after completion of the initial draw, will sing at the beginning of the competition session in question, after those competitors that have selected to perform first in the contest session but prior to those contestants included in the official drawing for order of appearance. These late contestants are designated with a letter following the contestant number.
6. Contestants competing for Evaluation Only or Open Division are required to pay the entry fees, if any.
7. Any quartet or chorus choosing to submit a video recording for Evaluation Only or Open Division is required to pay the entry fee, if any. See Section VI: Video Evaluation Guidelines.

Harmony Classic

1. Entry forms are sent by the Competition Department at IHQ to eligible chapters no later than seven (7) days following the date of notification of eligibility.
2. Deadline for receipt of chorus entry forms by the Competition Department at IHQ 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 the Competition Department at IHQ for receipt by the deadline date specified in instructions from the Competition Department:
 - B. The Assignment of Recording and Film Rights and Release of Claims found on the Competition Authorization form, signed by the chorus president/team coordinator;
 - C. The signed copyright clearance found on the Competition Authorization form;

- D. Ensure that all competing chorus members are registered for the international convention by thirty (30) days prior to the start of convention;
- E. Submit to the Competition Department, by the specified time, a List of Competing Members that contains the signatures and ID numbers of every competing member.
- I. Submit to the Competition Department, by the specified time, a Song Information Sheet listing the song title, arranger, and the date each song was rated as Admissible from the Song Assessment Tool, for each song that will be sung during a performance. Any desired changes to the submitted songs must be a) submitted at the Contest Briefing; and b) provide the song title, arranger and the date each song was rated as Admissible from the SAT.
- F. appropriate information for all songs a chorus sings;
- G. Submit to the Competition Department, by the specified time, a prepared program via the Video Cue Sheet.

International Quartet Competition

1. Entry forms are provided by the Competition Department at IHQ to:
 - A. Quartets placing two (2) through fifteen (15) in the previous year's International Quartet Semifinals, 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 wildcard quartets, no later than seven (7) days following the date of notification of eligibility.
2. Deadline for receipt of quartet entry forms by the Competition Department at IHQ is July 1. Late entries are not permitted.
 - A. The deadline for receipt of quartet entry forms 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 the Competition Department at IHQ the Assignment of Recording and Film Rights and Release of Claims found on the Competition Authorization form, signed by the quartet contact, for receipt by the deadline date specified in instructions from the Competition Department at IHQ;
 - B. Submit to the Competition Department at IHQ the signed copyright clearance found on the Competition Authorization form;
 - C. Ensure that each member of the quartet is registered with the Events department at IHQ for the international convention at which the quartet wishes to compete by 30 days prior to the start of convention;
 - J. Submit to the Competition Department, by the specified time, a Song Information Sheet listing the song title, arranger, and the date each song was rated as Admissible from the Song Assessment Tool, for each song that will be sung during a performance. Any desired changes to the submitted songs must be a) submitted at the Contest Briefing; and b) provide the song title, arranger and the date each song was rated as Admissible from the SAT.
 - D. If a contestant in the international quartet finals, submit a prepared program, via the Video Cue Sheet to the Competition Department staff at the quartet finals briefing or other such time as specified by the Competition Department at IHQ.

International Chorus Competition

1. Entry forms are provided to eligible choruses by the Competition Department at IHQ no later than seven (7) days following the date of their respective regional/area competition.
 - A. Current wildcard choruses, no later than seven (7) days following the date of notification of eligibility.
2. Deadline for receipt of chorus entry forms by the Competition Department at IHQ is July 1 of the current calendar year. Late entries are not permitted.

3. To complete entry requirements, eligible choruses must submit the following to the Competition Department at IHQ, by the deadline specified for the region in question:
 - A. A list of all competing members, *including dual members*, and their identification numbers;
 - B. The Assignment of Recording and Film Rights and Release of Claims found on the Competition Authorization form, signed by the chorus president/team coordinator; and
 - C. The signed copyright clearance found on the Competition Authorization form;
4. Ensure that all competing chorus members are registered with the Events department at IHQ for the international convention by 30 days prior to the start of convention;
5. Submit to the Competition Department, by the specified time, a Song Information Sheet listing the song title, arranger, and the date each song was rated as Admissible from the Song Assessment Tool, for each song that will be sung during a performance. Any desired changes to the submitted songs must be a) submitted at the Contest Briefing; and b) provide the song title, arranger and the date each song was rated as Admissible from the SAT.
6. If a contestant in the international chorus finals, submit a prepared program, via the Video Cue Sheet, to the Competition Department staff at the chorus finals briefing or other such time specified by the Competition Department.

DRAWING FOR ORDER OF APPEARANCE

The drawing for Regional order of appearance is conducted by the Competition Department at IHQ, and will be sent to the regional competition coordinator (CC), the chair of the regional convention (CRC), the events coordinator (EVC), the panel chair (PC), and the panel secretary (PS).

Special Exceptions* These exceptions are applied only to regional/area competitions.

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 (2).
 - 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 (2) choruses, if at all possible
2. A competing chorus that has been designated the competition assistance chapter has the following options, provided it is competing for Open Division or Evaluation Only:
 - 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 by the Competition Department at IHQ before the deadline date of sixty (60) days prior to the date of the chorus competition in question. If such notification is not received by the Competition Department at IHQ 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 regional Sweet Adelines competition, with the exception of 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. Contestants whose late entries are accepted by the Competition Department at IHQ after the 60-day deadline, or who have changed riser designation after completion of the initial draw, will sing at the beginning of the competition session in question, after those competitors that have selected to perform first in the contest session but prior to those contestants included in the official drawing for order of appearance. These late contestants are designated with a letter following the contestant number.

4. A chorus or quartet competing for Evaluation Only in the International Division is automatically drawn prior to all competitors performing for placement in its respective contest sessions. See Section V: Judging.
 - A. A chorus or quartet serving as mic-testers will appear for Evaluation Only or Open Division at the end of the appropriate session.
5. A chorus or quartet competing in the Open Division is eligible only for evaluation and may not compete for placement.
 - A. Open Division contestants, either quartet or chorus, will be drawn at random, interspersed between the International Division contestants as determined by the Competition Department at IHQ.
6. Satellite Area quartets, eligible for international quartet competition, appear first in the order of appearance.

Harmony Classic

The drawings for order of appearance for the following year's Harmony Classic are conducted under the supervision of the Competition Department at IHQ at the August Education Direction Committee (EDC) meeting.

International Quartet Competition

1. The drawing for order of appearance for the international quartet semifinals is conducted under the supervision of the Competition Department at IHQ at the January Education Direction Committee (EDC) meeting.
2. The drawing for order of appearance for the international quartet finals is conducted by the panel chair (PC) immediately following the quartet semifinals.

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 Competition Department at IHQ at the August Education Direction Committee (EDC) meeting.
2. The drawing for order of appearance for the international chorus finals is conducted by the panel chair (PC) immediately following the chorus semifinals.

Restrictions

1. Photography is prohibited during all competition sessions except as authorized by the Education Direction Committee (EDC) or the International Board of Directors.
2. Audio and/or video recording of competition sessions is prohibited except as authorized by the Education Direction Committee (EDC) or the International Board of Directors.
3. Community singing is not permitted during a competition session except at a scheduled intermission.
4. 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.
5. No smoking is permitted in the competition hall, including the traffic pattern area and warm-up rooms.
6. Members may compete in up to two different quartets during the same regional contest, as long as they are in different competition divisions (e.g., one quartet in the International Division and one in the Open Division). No more than two members per quartet may compete in the second quartet in the same regional contest.
7. A dual member may sing with each chorus of which they are 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.
8. A chorus director may direct more than one chorus in the same competition, or a member may sing with their chorus and direct a different chorus.
9. Any quartets or 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.

Official Recordings

1. International Competitions
 - A. 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 (EDC) or the International Board of Directors.
 - B. Each contestant, or member of a competing group, may purchase video recording of its own contest performance(s) at the cost specified by the international organization.
 - C. Any other use of audio or video recordings of international competition sessions is at the discretion of the Education Direction Committee (EDC) or the International Board of Directors.
2. Regional/Area Competition
 - A. Official recordings of regional/area competition sessions are made under the supervision of the regional competition coordinator (CC).
 - B. Each contestant, at the discretion of the regional/area management team, may purchase a video recording of its own contest performance at the cost specified by the region.
 - C. Any other use of audio or video recordings of regional/area competition sessions is at the discretion of the Education Direction Committee (EDC) or the International Board of Directors.

Photography

1. Arrangements for the official photographer for the international chorus and quartet competitions are made by the Director of Marketing and Communications, the Director of Events and the Competition Department at IHQ, and are subject to approval by the International Board of Directors.
2. 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.
3. The official photographer for any official Sweet Adelines competition has the exclusive right to take photographs for sales purposes.

SECTION II: COMPETITION ELIGIBILITY

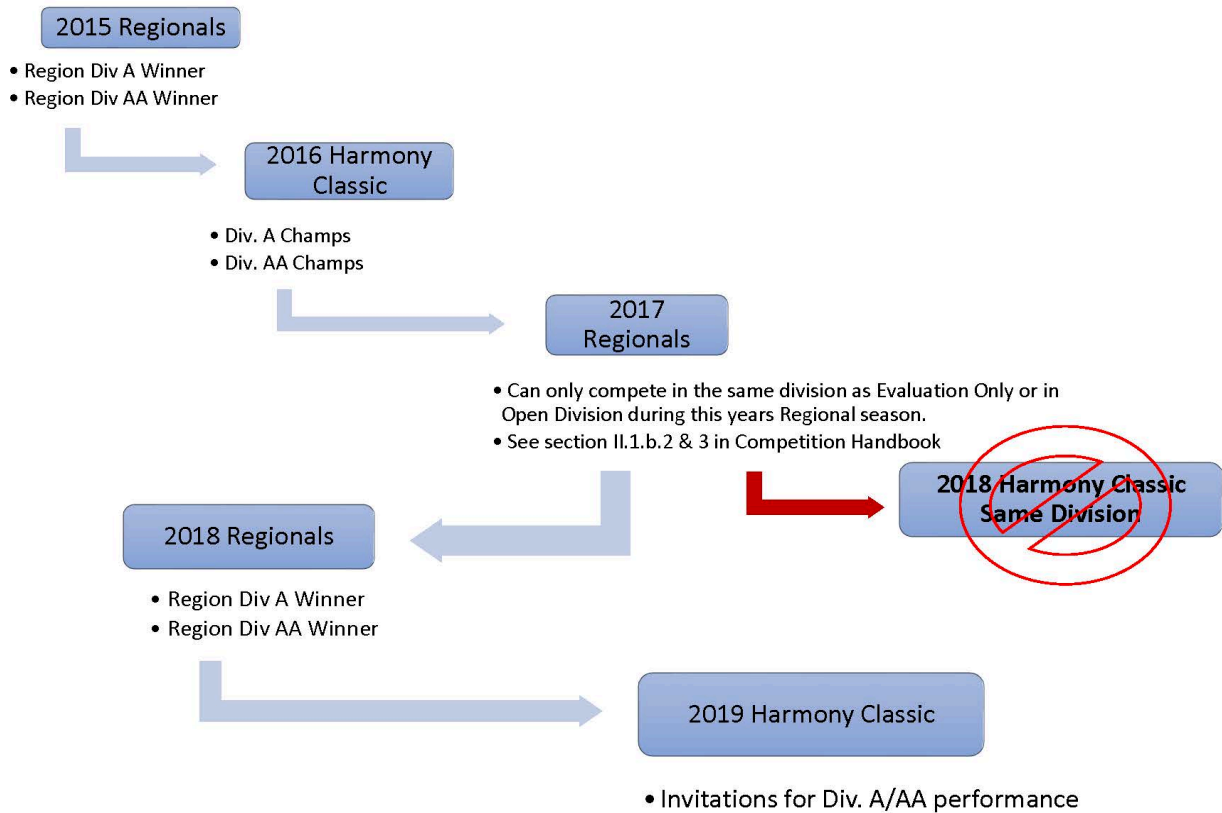
CHORUS COMPETITIONS

Regional/Area Chorus Competition

1. Any chorus is eligible to compete in a regional/area chorus competition provided that:
 - A. It is a chartered chorus in good standing with Sweet Adelines International, i.e., current in the payment of per capita fees; and
 - B. The chorus 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 chorus in question, as defined in the respective chorus' standing rules, as applicable; or
 - 1) Member's name must appear on chorus' official membership roster at IHQ as of the day before the actual competition, or April 30, whichever is first.
 - D. It is a prospective chorus 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 chorus 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 choruses 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 IHQ 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 chorus petitioner.
2. A chorus 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. A chorus wishing to enter regional/area chorus competition in order to qualify for placement or for international chorus competition must enter the International Division.
 - A. A chorus wishing to enter regional/area chorus competition for Evaluation Only or Open Division will not be eligible for placement in the International Division.
4. Prospective chapters may enter regional/area chorus competition for Evaluation Only or Open Division.
5. The current regional/area champion chorus and/or the current international champion chorus may enter regional/area chorus competition for Evaluation Only or Open Division.
6. Any wildcard 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 or Open Division.
7. Any second place chorus that qualifies for the international chorus semifinals by virtue of score and chooses to represent their region in the next year's international competition may enter the next year's regional/area chorus competition for Evaluation Only or Open Division.
8. 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 580 or more points in the regional/area competition.

9. Chartered choruses 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.
10. Any chorus choosing to submit a video recording for Evaluation Only or Open Division is ineligible to enter regional/area competition for the purpose of performing for evaluation or placement. See Section VI: Video Evaluation Guidelines.

Harmony Classic



1. The five (5) first place Division A (12-30 singing members, at time of Regional competition) and the five (5) first place Division AA (31-60 singing members, at time of Regional competition) choruses or satellite choruses achieving the highest total scores in their respective categories at the regional level, are eligible to compete in Harmony Classic competition the following calendar year, provided that:
 - A. The chorus 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 chorus in question, as defined in the respective chorus’ standing rules; and
 - C. All entry requirements have been complied with in a timely manner. See Section I: Administration.
 - D. Choruses competing in the Harmony Classic competition are allowed to compete with up to forty (40) singing members if designated as a Division A chorus and with up to seventy-five (75) singing members if designated as a Division AA chorus.
2. Current Harmony Classic champions are eligible to compete in the next regional contest but they are not eligible to be invited to the subsequent year’s Harmony Classic in the same division in which they won Harmony Classic, with the exception of Harmony Classic competitors.

3. Choruses are ineligible to compete in the same division in two consecutive Harmony Classic competitions, with the exception of Harmony Classic competitors.
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, see Section II.1.b. (2) and (3) above (page 11), 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 an alternate.
6. All contestants in regional/area chorus competitions are considered for eligibility for the subsequent year's Harmony Classic.

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 chorus 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 chorus in question, as defined in the respective chorus' standing rules; and
 - C. All entry requirements have been compiled 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 ten (10) second place regional choruses that achieved the highest total scores are named international wildcard contestants. Choruses achieving this rank are notified by the Competition Department at IHQ of their eligibility.
 - A. In the event a tie score occurs in determining the ten (10) choruses qualifying as wildcards, the tie is broken in accordance with judging regulations adopted by the International Board of Directors. See Section V: Judging.
 - B. If an eligible wildcard chorus chooses not to compete, the next highest-scoring regional second place chorus will be invited to take its place.
 - C. If a wildcard chorus chooses to withdraw after the order of appearance is published, no replacement chorus will be invited.
4. 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.

QUARTET COMPETITIONS

Regional/Area Quartet Competition

1. Any quartet is eligible to compete in its regional/area quartet competition, provided that:
 - A. Each chorus represented by the quartet is in good standing with Sweet Adelines International, i.e., current in the payment of per capita fees;
 - B. Each chorus 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 their chorus, as defined in the respective chorus' standing rules;

- D. The quartet's name and personnel are registered (Quartet Registration Form QR-1) with the Membership Department at IHQ 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 choruses (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 (1) region/area:
 - 1) If three (3) members are members of a chorus(es) in the same region/area, the quartet must compete in that region/area.
 - 2) If fewer than three (3) members are members of a chapter(s) in the same region/area, the quartet seeks approval from the Competition Department at IHQ 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 their 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. A quartet wishing to enter regional/area quartet competition in order to qualify for placement in the international quartet competition must enter the International Division.
 - A. A quartet wishing to enter regional/area quartet competition for Evaluation Only or Open Division will not be eligible for placement in the International Division.
 - 3. Current or past international champion quartets and current returning semifinalists (those that placed 2nd through 15th in the previous international contest) may enter regional/area quartet competitions for Evaluation Only or Open Division.
 - 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 or Open Division.
 - 4. Unregistered quartets with members in an area prospective chorus may perform for Evaluation Only or Open Division in an area competition.
 - 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 580 or more points.
 - B. Unregistered Satellite Area quartets may enter competition for Evaluation Only or Open Division.
 - 6. No substitution of personnel is permitted after forty-five (45) days prior to the date of the regional quartet competition.

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 two (2) through fifteen (15) in the preceding international quartet competition;
 - D. Quartets qualifying as wildcards 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 wildcard contestants. Quartets achieving this rank are notified by the Competition Department at IHQ of their eligibility.
 - 2) In the event a tie score occurs in determining the ten (10) quartets qualifying as wildcards, the tie is broken in accordance with judging regulations adopted by the International Board of Directors. See Section V: Judging (page 30).
 - 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 wildcard, and the eligibility for international quartet competition that 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 choruses, as defined in the chorus' standing rules;
 - B. The chorus 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 (Quartet Registration Form QR-1) with the Membership Department at IHQ 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

Violation of any competition policy adopted by the International Board of Directors is subject to penalty as determined by the panel chair (PC) 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.

TIME PENALTIES

Performances are timed separately by the panel secretary (PS) and page at regional contests, and by the two (2) panel secretaries (PS) at international contests. In the event of a variance between the recorded times, the time most favorable to the contestant prevails.

Elimination Sessions

1. Total singing time of the two (2) separate songs or medleys performed in any Sweet Adelines competition other than an entertainment package session shall be not less than three (3) and not more than seven (7) 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 (2) 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. Evaluation Only performances that exceed the prescribed limits by thirty (30) or more seconds will result in disqualification. No specific penalty is designated for singing under the prescribed time limit; however, the judges evaluate the effectiveness of undertime performances.

Entertainment Package Sessions

1. Total Time (Regional): Total time of the entertainment package in the Open Division of any official Sweet Adelines competition is:
 - A. Quartet: Not more than ten (10) minutes.
 - B. Chorus: Not more than ten (10) 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 prepared program, submitted via the Video Cue Sheet, must list all planned activity occurring on stage after completion of the entrance and following the official introduction. Planned activity occurring prior to the first word spoken or the first chord of the first song, whichever begins the performance, will result in disqualification if in the opinion of the panel chair (PC) and a majority of judges on the panel the time spent is excessive and results in a delay of the contest.

- 1) **Overtime**: Performances that exceed the prescribed limits by thirty (30) or more seconds will result in disqualification.
 - 2) **Undertime**: No specific penalties are designated for performances under the prescribed limits; however, judges evaluate the effectiveness of obviously undertime performances.
2. Total Time (International Competitions): Total time of the entertainment package in Harmony Classic or the finals session of any official Sweet Adelines competition is:
 - A. Quartet: Not less than ten (10) and not more than fifteen (15) 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 three (3) to seven (7) minute timing requirement for the contest song is suspended.

The prepared program, indicated via the Video Cue Sheet, must list all planned activity occurring on stage after completion of the entrance and following the official introduction, via the Video Cue Sheet. Planned activity occurring prior to the first word spoken or the first chord of the first song, whichever begins the performance, is subject to inclusion in overtime calculation if in the opinion of the panel chair (PC) and a majority of judges on the panel the time spent is excessive and results in a delay of the contest.

- 1) **Overtime:** No penalties will be given for up to sixty (60) seconds after the prescribed time limits, to allow competitors time to compensate for unplanned interruptions (applause, etc). Beyond this, one (1) point per second is assessed for performances over the prescribed limits, up to a maximum of fifty (50) points.
- 2) **Undertime:** No specific penalties are designated for performances under the prescribed limits; however, judges evaluate the effectiveness of obviously undertime performances.

RULE INFRACTION PENALTIES

Inadmissible Songs

In accordance with our guiding principles of Diversity and Inclusion and the Culture of Belonging, Sweet Adelines International rejects any song that refers to racist lyrics, messages and history and consider them inadmissible for performance. The penalty for performing any song deemed inadmissible, in all contest divisions, will result in disqualification. The phased implementation is to ensure that all members fully understand how to evaluate the lyrics, message, and history of a song before the disqualification penalty takes effect.

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 entertainment package of the Open Division, Harmony Classic or 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. Performance of competition song(s) not sung primarily in English in Open Division or Evaluation Only, at the regional level, will result in disqualification.

Religious, Patriotic Songs, and Official Organizational Songs

Religious, patriotic or official organizational songs (*How We Sang Today* and *The Voice of Harmony*) may not be sung as the contest song(s) in the regional International Division or Evaluation Only (see the Music Category, JCDB, for further clarification). Performance of any contest song that is considered by the music judge(s) and a majority of the judges on the official panel to be either religious, patriotic, or an official organizational song results in disqualification of that song with a score of zero (0) from all official judges. In the Open Division or International Entertainment Packages, religious, patriotic or official organizational songs of Sweet Adelines International may not be used as the contest song and will also result in disqualification of that song with a score of zero (0) from all official judges. In the Open Division or International Entertainment Packages religious, patriotic, or an official organizational song of Sweet Adelines International may not be used as the contest song and will also result in disqualification of that song with a score of zero (0) from all official judges. In the Open Division or International Entertainment Packages religious, patriotic or official organizational songs of Sweet Adelines International may be used as part of the package. The degree to which such use enhances or detracts from the performance is reflected in the judges' score and commentary.

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.) or vocal exclamation/reaction is permissible, but non-singing conversations, dialogues, monologues 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 five (5) to a maximum of fifty (50), depending on severity. Inclusion of spoken material (beyond a word or two) or noise-making devices during the competition song in an Open Division performance or during an Evaluation Only performance will result in disqualification.

2. Entertainment Package Sessions: Non-singing conversations, dialogues, monologues and/or sound effects, as defined above, may be utilized in any of the noncompetition songs included in the entertainment package.

Crowns or Tiaras

Crowns worn in the style of Sweet Adelines Champion Quartets are prohibited, and will be penalized twenty-five (25) points, or in the case of Open Division or Evaluation Only, disqualification. However, a contestant may wear a crown like object as part of their costuming (ex. medieval, circlet, diadem, wreath, cone hat, etc.).

Staging and Lighting

1. Elimination 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 Visual Communication and entertainment scores.

All props and visual devices must enter and leave the performance venue with the chorus or quartet. Non-members are not allowed in the traffic pattern and are not permitted to transport prop items in the traffic pattern. 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. For contestants performing for Evaluation Only this will result in disqualification.

Any contestant that purposefully throws an object(s) into the audience or judging pit from the competition stage may be assessed a minimum penalty of twenty-five (25) points up to a maximum penalty of disqualification from the contest.

2. Entertainment 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 entertainment package. This is limited to one color per non-contest song. No penalty is attached to the use of props or visual devices in any International Entertainment Package or regional Open Division session(s). The degree to which such use enhances or detracts from the performance is reflected in the judges' score and commentary.

All props and visual devices must enter and leave the performance venue with the chorus or quartet. Non-members are not allowed in the traffic pattern nor are they allowed to transport prop items in the traffic pattern. 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. In Open Division, this will result in disqualification.

Musical accompaniment is permitted as part of the non-contest songs included in the entertainment package. The degree to which such use enhances or detracts from the performance is reflected in the judges' score and commentary.

Any contestant that purposefully throws an object(s) into the audience or judging pit from the competition stage may be assessed a minimum penalty of twenty-five (25) points up to a maximum penalty of disqualification from the contest. In Open Division, this will result in disqualification.

Misconduct

Any contestant, including a chorus director, may receive a penalty ranging from twenty-five (25) points up to and including disqualification for conduct deemed, in the judgment of the panel chair (PC) and a majority of the remaining judges on the official panel, to be injurious to the welfare of Sweet Adelines International.

Designated Performance Time

1. Contestants are expected to report for entry into the traffic pattern at the time and place designated by the regional competition coordinator and/or the Competition Department staff of IHQ, 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 (PC) 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.

Traffic Pattern

Contestants are expected to move through the traffic pattern as instructed by international staff or personnel officially assigned to manage the traffic pattern flow. A penalty may result if a competitor's action and/or failure to act causes a delay or disruption in the traffic pattern. In all sessions, the penalty ranges from ten (10) to twenty-five (25) points, depending on severity. In Open Division or Evaluation Only this may result in disqualification.

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/or detracts from the musical performance. If a penalty is deemed necessary, it will range from ten (10) to twenty-five (25) points, depending on severity. In Open Division or Evaluation Only this may result in disqualification.

Only the four (4) officially registered members of the competing quartet may appear on stage during the quartet's competition performance.

Minimum Chorus Size

Competing choruses must have at least twelve (12) members on stage, not including the chorus director(s). A chorus that competes with fewer than twelve (12) competing members, not including the chorus director(s), may perform for Evaluation Only or Open Division and receive 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 regional competition coordinator or the Competition Department staff of IHQ at the chorus briefing session.

Change in Entertainment Package

Contestants qualifying for Harmony Classic or the finals session at an International Competition are required to present a prepared program, via the Video Cue Sheet, listing the songs to be performed and the order in which they appear, designating the song to be judged as competition material, and indicating the placement of emcee material. It must also list all planned activity or emcee material that occurs prior to the first song or after the last song. Any deviation from the submitted program will result in a penalty of forty (40) points.

Choruses or quartets competing for Evaluation Only in the Open Division are required to present a prepared program, via the Video Cue Sheet, listing the songs to be performed and the order in which they appear, designating the song to be judged as competition material, and indicating the placement of emcee material. It must also list all planned activity or

emcee material that occurs prior to the first song or after the last song. Any deviation from the submitted program will result in disqualification.

Disqualification

A competitor that is disqualified from competition, in either International division, Open Division, or Evaluation Only, will receive a scoresheet with the scores or levels removed.

PROPS GUIDELINES

The degree to which props use enhances or detracts from the performance is reflected in the visual communication and entertainment scores. No penalty is attached to the use of props or visual devices in any contest. Additional space for props is not provided during transportation.

Transporting Props

For safety purposes, props must not be in the bus aisles or block the driver's view. You must make special accommodations to have large props meet your chorus at the competition site.

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

Set-Up Of Props

Quartets and choruses are allowed to place your props on stage prior to being announced by the Emcee. But keep in mind if the set-up should take too long, you could incur a penalty for delay of the traffic pattern. Depending on how quickly the prop set up begins, you would have approximately 1-2 minutes prior to announcement.

No one is allowed to walk behind the risers to attach or store any props. Non-competitors are not allowed to bring props backstage.

Large props must enter stage right. All props must exit stage left. (Choruses must follow established guidelines for entrances and exits, or risk penalty.)

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

Prop Measurement Restrictions

Use extra care when bringing props on and off stage, as well as when using them during your performance. Pay special attention to the hanging microphones and draping. *Please review the stage diagram included.*

The hanging mics are **9 ft. off the stage**, and the back rail of the riser is at 6 ft. 2 in. with the 4th step being at 2 ft. 8 in. Hanging mics are downstage of the risers.

- Props set on floor of stage- Props should be no taller than 8 feet, if placed on the floor of the stage.
- Props attached to riser rail- If you plan to attach a prop from the top rail of the risers, be sure not to block the organizational logo that is projected on the back screen. If you choose to place a prop at the center of

the railing the prop height should be no taller than 4 feet, so as not to obstruct the organizational logo on the backdrop screen. *See examples of prop use on the railing below.*

The entrance drape is located about 9 ft upstage of the downstage corner of the riser, and the opening in it is about 9ft high. The entrance curtain is a slit up the center seam of the fabric so it opens in a 'V' shape.

If your prop(s) is particularly large, it should be able to be collapsible so as to fit through the entrance drape.

If it is determined that through a competitor's negligence any part of the stage, drape, video screen, lights or equipment on, above or beside the stage is damaged, the contestant may be asked to share in any financial costs incurred to repair or replace the damaged items.

Any use of props and/or stage enhancements that results in alteration to the condition of the stage and requires additional labor to rectify the stage to its pre-performance condition will result in the chorus or quartet being held financially responsible to Sweet Adelines for the total cost of the labor incurred.

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. The penalty for violation is 25 points.

For more information, please reference the *Competition Handbook, Section III: Penalties, pg. 17.*

Examples of props attached to top riser railing:







USE OF SPECIAL EFFECTS IN AN ENTERTAINMENT PACKAGE

Competitors are restricted from using any special effect pyrotechnics, fog machines, hazers, etc. Use of any fire like effect affects the staging, other competitors' singing environment, increases costs of contest and could cause hazards on and off stage. The display and operation of any heat producing appliances, use or storage of flammable liquids, compressed gases or any other processes deemed hazardous by the local State Fire Marshal are prohibited.

Props or stage enhancements that contravene local fire and safety codes (open flame, fireworks, etc.) may not be used.

If a requested use of a special effect incurs extra cost of professional services, the request will be declined.

As there are no available outlets on stage, any special effect must be battery powered as well. If you would like to use a prop that would be considered a special effect, please submit your request, along with a full description of the item(s) being used, to Competition Department (competition@sweetadelines.com) **no later than 6 months prior to contest.**

SECTION IV: PLACEMENTS AND AWARDS

REGIONAL AND AREA COMPETITIONS

Placements

1. A maximum of five (5) placements are awarded in regional and area competitions.
2. A maximum of three (3) placements are awarded in regional and area Division A and Division AA categories.
3. Placements are announced by the panel chair (PC), or their designee, in reverse numerical order.

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 the Competition Department at IHQ.
 - 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 (2) 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 certificate templates provided by Sweet Adelines International, and printed by the Region, are presented to the choruses placing first through fifth. Certificate paper can be purchased by the Region through the International Sales Department. Regions are not required to purchase logoed certificate paper and may choose to use different certificate paper.
- 4) One (1) 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: Only members and directors of choruses to which the medals were awarded may wear award medals. Non-members 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 non-competing 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 twelve (12) singing members and a maximum of thirty (30) singing members on stage.
 - a) Choruses that fail to correctly report the number of competing members will be ineligible to receive any size-based awards.
- 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 certificate templates provided by Sweet Adelines International, and printed by the Region, are presented to the Division A chorus award winners placing first through third. Certificate paper can be purchased by the Region through the International Sales Department. Regions are not required to purchase logoed certificate paper and may choose to use different certificate paper.
- 5) One (1) 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: Only members and directors of choruses to which medals were awarded may wear award medals. Non-members 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 non-competing 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.
 - a) Choruses that fail to correctly report the number of competing members will be ineligible to receive any size-based awards.
- 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 certificate templates provided by Sweet Adelines International, and printed by the Region, and presented to the Division AA chorus award winners placing first through third. Certificate paper can be purchased through the International Sales Department. Regions are not required to purchase logoed certificate paper and may choose to use different certificate paper.
- 5) One (1) 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: Only members and directors of choruses to which medals were awarded may wear award medals. Non-members 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 non-competing 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 that shows the greatest increase in total points over the preceding year's competition.
 - a) If a tie exists between two (2) or more contestants, multiple awards are presented.
- 2) The chorus must have competed in its regional/area competition the preceding year.
- 3) A certificate template provided by Sweet Adelines International, and printed by the Region, 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 in the International Division are eligible for the Most Improved Chorus Award. No minimum score is required.
- 6) Choruses performing for Evaluation Only or Open Division are not eligible for the Most Improved Chorus Award.

3. Tabulation and Announcement of Results

- A. The panel secretary tabulates results only for those awards presented by Sweet Adelines International, i.e., placements first through fifth, Division A and AA chorus awards, and the Most Improved Chorus Award(s).
- B. Awards presented by Sweet Adelines International, as defined here, are announced by the panel chair, or their 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.
- C. Scores of the competitors winning international awards are announced at the same time as their placements are announced.
- D. Levels for all Open Division competitors will be shown on the posted official results in order of appearance.
 - 1) Levels will not be published for competitors competing for Evaluation Only in the International Division.
 - 2) 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.

4. Awards Presented by the Region/Area

- A. 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, including the Most Improved Quartet Award. Most Improved Awards are not subject to achieving minimum scores, including the Most Improved Quartet Award.
 - 1) Ribbons for the region award to the Quartet achieving the regional ranking of Most Improved Quartet are available through international sales.
- B. Regional/area awards may not be announced or presented within the framework of the awards ceremony at a regional/area competition.
- C. Winners of regional/area awards are determined by regional/area personnel, based on the official tabulated results prepared by the panel secretary (PS).

INTERNATIONAL COMPETITIONS

Placements

1. The quartet scoring the highest number of total points from the combined scores of all sessions of international competition (semifinals and finals), 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 (semifinals and finals), 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.

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 Joni Bescos 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 Joni Bescos trophy, and for returning the trophy to the convention site, or to the Competition Department at IHQ, the next year. Expenses incurred for shipping and engraving are reimbursed by Sweet Adelines International upon submission of a receipted bill to the Competition Department at IHQ.

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.

D. *International Novice Quartet Award*

- 1) Eligibility for this award is confined to international semifinalist quartets as follows:
 - a) Two (2) or more singers that have not competed previously on the International stage in a quartet contest; and
 - b) No member of the quartet is a member of the Coronet Club; and
 - c) Scores 960 points or above in the international quartet semifinals.
- 2) Trophies are provided by 1967 International Champion Quartet Hurricane Honeys.

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: Non-members 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 chorus name engraved on the trophy. Expenses incurred for engraving are reimbursed by Sweet Adelines International upon submission of a receipted bill to the Competition Department at IHQ.

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 non-competing 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: Non-members 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: Non-members 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:
 - a) Total number of performers on stage at any time, including directors, divided by the number of contestants, multiplied by 80% equals the largest chorus eligible for the Harmony Achievement Award.
 - b) Competing members are calculated from information on the List of Competing Members form submitted to the Competition Department at IHQ 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 international competition site the next year. Expenses incurred for shipping and engraving are reimbursed by Sweet Adelines International upon submission of a receipted bill to the Competition Department at IHQ.
- 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.

3. Harmony Classic

- A. 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 non-competing members, or replacements for lost medals, may be purchased through International Sales.)
- B. Award medals may be worn only by members and directors of the choruses to which the medals were awarded. (Note: Non-members of Sweet Adelines International, other than directors of choruses receiving the awards, are restricted from purchasing and/or wearing award medals.)
- C. Award certificates are presented to each competing chorus and its director(s).
- D. A chorus placing first in either division A or AA at the Harmony Classic competition is presented a traveling trophy, designating the appropriate division, by Sweet Adelines International.
- E. The chorus placing first in each division is responsible for having its name engraved on the trophy, and for returning the trophy to the international competition site the next year. Expenses incurred for shipping and engraving are reimbursed by Sweet Adelines International upon submission of a receipted bill to the Competition Department at IHQ.

4. Most Entertaining Awards

- A. Under the direction of the Competition Department at IHQ and prior to the Harmony Classic competition and the start of the International Quartet Finals and International Chorus Finals sessions, one hundred (100) members of the audience are selected at random to determine the Most Entertaining Quartet and the Most Entertaining Chorus in their respective sessions. There is no criteria for this determination except the personal preference of the individual audience member.
- B. The quartet and chorus receiving the highest number of votes, in their respective sessions, wins the award.
- C. Eligibility is confined to the ten (10) contestants competing in Harmony Classic, International Quartet Finals, International Chorus Finals sessions, and the mic-testers of the International Chorus and Quartet Finals.
- D. An award plaque provided by Sweet Adelines International is presented to the three (3) winners of the Most Entertaining 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 receipted bill to the Competition Department at IHQ.
- 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 Most Entertaining Award recipients.
- F. Winning the Most Entertaining Award does not preclude a quartet or chorus from winning any other award at their respective international quartet or chorus finals session.
- G. 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.

Announcement of Results

1. At the conclusion of the international quartet and chorus semifinals sessions, the drawing for order of appearance for the finals session in each respective category is conducted by the panel chair (PC).
2. Contestants qualifying to compete in the finals sessions are announced by the panel chair (PC) 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 Most Entertaining 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 they are a competitor in that finals session, by their designee.
6. Scores of the international finalists are announced at the same time as their placements are announced.

Awards Presentation

1. Quartet Competition
 - A. The Competition Department staff of IHQ in consultation with the International President plans the awards presentation ceremony.
 - B. Members of the Coronet Club present award charms for international finalist quartets. The Coronet Club president issues invitations to presenters.
 - C. Award medals for international medalist quartets are presented by past international champion quartets. The International President issues invitations to presenters.
 - D. Crowns and award medals for the international champion quartet are presented by the retiring international champion quartet.
 - E. The International President, or a member named by them, presents the Joni Bescos trophy.
 - F. If available, a representative of ASCAP presents ASCAP trophies to each member of the international champion quartet.
 - G. The International President, or a member(s) named by them, presents flowers.
2. Chorus Competition
 - A. The Competition Department staff of IHQ, in consultation with the International President plans the awards ceremony.
 - B. Award charms and certificates are presented to international finalist choruses placing sixth through tenth by the president and director of the chorus winning the respective award the preceding year or by others designated by the International President. The International President issues invitations to presenters.
 - 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. The International President issues invitations to presenters.
 - 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. The International President issues invitations to presenters.
 - E. The International President, or another member designated by them, presents the international champion chorus trophy.

- F. If available, a representative of ASCAP presents an ASCAP trophy to the director of the international champion chorus.
- 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 them. The International President issues invitations to presenters.

SECTION V: JUDGING

GENERAL

Selection of Judges

Judging panels for Sweet Adelines competitions are recommended by the Judge Specialists to the Education Direction Committee (EDC), with the approval of the International President.

Emergency Situations

1. In an emergency situation, a certified judge may serve in any of the four (4) 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 (PC), 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.)

Tie Scores

If a tie in total score exists between two (2) 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 Visual Communication until the tie is broken.

1. International Tied Scores:
 - A. If a tie in total score exists between two (2) or more contestants, the contestant receiving the highest cumulative score (semifinal & final combined) in the Sound category is awarded higher placement. If a tie still exists, the contestant receiving the highest cumulative score (semifinal & final combined) in the Music category is awarded the higher placement, and this procedure is followed through the categories of Expression and Visual Communication until the tie is broken.

Performance Evaluation

During the competition weekend, each competing group receives a copy of the official tabulated results, a copy of each judge's scoresheet, and if purchased, a video recording of its competition performance(s).

Standards for Performance Adjudication

Performances are evaluated and adjudicated in the categories of Sound, Music, Expression, and Visual Communication, according to the standards for competition performance defined in the *Judging Category Description Book* (JCDB).

Official Tabulated Results

Following a competition session, copies of the official tabulated results are provided to authorized personnel.

Contest Validity

A valid contest must have at least three (3) contestants.

JUDGING PANELS

Regional/Area Competition

1. The judging panel consists of four (4) judges, each assigned to a category in which they are qualified and one (1) panel secretary (PS). One (1) of the judges may serve as panel chair (PC), or an additional judge may be appointed to the position of panel chair (PC) 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 (4) judging categories, each serving in two (2) of the four (4) categories, and one (1) serving as panel chair (PC).

International Competitions

1. The judging panel for each competition session, including the Harmony Classic competition, consists of eight (8) judges, each assigned to a category in which they are qualified, with two (2) judges assigned to each of the four (4) categories; two (2) panel secretaries (PS) and one (1) panel chair (PC), who may be assigned to a category in which they are 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.

POINTS

The categories and maximum number of points available are:

1. REGIONAL COMPETITIONS, INTERNATIONAL DIVISION – four (4) judges, one (1) per category

Category	Points per Song/Medley		Points per Judge	Maximum Points
	Song 1	Song 2		
Sound	100	100	200	200
Music	100	100	200	200
Expression	100	100	200	200
Visual Communication	100	100	200	200
TOTALS	400	400	800	800

2. INTERNATIONAL COMPETITIONS – eight (8) judges, two (2) per category

Category	Semifinals Session Points per Song//Medley		Finals Session Points per Criteria		Maximum Points
	Song 1	Song 2	Song	Package	
Sound	200	200	200	200	800
Music	200	200	200	200	800
Expression	200	200	200	200	800
Visual Communication	200	200	200	200	800
TOTALS	800	800	800	800	3200

3. HARMONY CLASSIC – eight (8) judges, two (2) per category

Category	Points per Criteria		Maximum Points
	Song	Package	
Sound	200	200	400
Music	200	200	400
Expression	200	200	400
Visual Communication	200	200	400
TOTALS	800	800	1600

EVALUATION ONLY

1. Contestants performing for Evaluation Only receive letter grades only and are not assigned numerical scores by the judging panel.
2. There is no ranking of contestants competing for Evaluation Only.
 - A. Such contestants in the International Division are listed at the end of the official tabulated results, with the indication Evaluation Only in place of a numerical score and/or placement.
 - B. Such contestants in the Open Division are listed at the end of the official tabulated results, in order of appearance with the level indication in place of a numerical score and/or placement.

SAMPLE ENTERTAINMENT PACKAGES

Song
Emcee
Song
Emcee
Contest Song
Song

Song
Contest Song
Song
Emcee
Song

Contest Song
Song
Emcee
Song
Emcee
Song

Song
Contest Song
Emcee
Song
Song

The above samples are not intended to specify the only possibilities for presentation in the entertainment package of Harmony Classic or the international finals, but rather to demonstrate examples of typical performance configurations. Each individual judge awards zero to one hundred (0-100) points for the entertainment package based on the criteria specified in the *Judging Category Description Book* (JCDB).

SAMPLE OPEN DIVISION PACKAGES

Song
Emcee
Song
Emcee
Contest Song
Song

Emcee
Song
Emcee
Contest Song
Song

Contest Song
Emcee
Song
Emcee
Song

Contest Song
Emcee
Song
Emcee
Song

The above samples are not intended to specify the only possibilities for presentation in the entertainment package, but rather to demonstrate examples of typical performance configurations. Each judge awards a level score for the entertainment package based on the criteria specified in the *Judging Category Description Book* (JCDB).

SECTION VI: VIDEO EVALUATION GUIDELINES

PURPOSE

Choruses and quartets have the option to submit a video recording for Evaluation Only or Open Division by the official panel for their regional/area competition. This option is exercised when a chorus or quartet 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 or quartet that cannot routinely compete every year because of expense or other reasons. It could also relieve some of the stress of the host or assistance chorus if it chooses this option rather than performing on stage along with its hosting responsibilities. Any registered quartet or chartered or prospective chorus is eligible to exercise this option.

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

ENTRY PROCEDURES

1. A chorus or quartet choosing to submit a video recording for Evaluation Only or Open Division must complete the following steps.
 - A. Submit a formal entry form and registration fee, adhering to all established entry deadlines.
 - 1) Choruses or quartets may choose to submit a video recording only to their assigned region/area.
 - 2) A quartet or chartered or prospective chorus in the Satellite Area may choose, with the approval of the Competition Department at IHQ, 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 (in digital format), prepared in accordance with the requirements listed below, to the regional competition coordinator (CC) the week prior to the competition date or deliver the performance to the CC or their designee on the Thursday of the convention weekend. Discuss with the CC, well in advance of the competition, which method will best fit the needs of the chorus or quartet. It is the responsibility of the chorus or quartet to ensure that the CC, or their designee, receives the performance at the designated time.

REQUIREMENTS FOR RECORDING

1. Ideally, the video camera used to record the performance should be able to take direct sound input from balanced microphones. If not, the performance should be checked to ensure that the quality of the recording is sufficient for an effective evaluation.
2. One (1) to three (3) cameras should be used. The camera(s) should be on a stand and not hand-held.
3. The recording is to be submitted in a digital format.
4. 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.
5. Camera shots should be taken with the Visual Communication judge in mind. They need to see facial expression, choreography, full shots, etc. It is recommended that during ballads there should be more close-ups and panning. 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.
6. At the beginning of the recording, an individual is to introduce the contestant, announcing the name of the chorus or quartet. For choruses, the announcement should include the director's name and the chorus's official location.
7. The chorus or quartet will perform either two (2) contest songs if submitting for Evaluation Only or at least one (1) contest song, one (1) non-contest song and emcee work if submitting for Open Division. The performance is subject to all contest rules, such as timing, content, etc. and should include a formal bow.
8. Choruses must be on risers. The chorus or quartet should be in full costume and make-up. The make-up must be applied in such a manner that it is appropriate for video recording.

9. The submitted performance is the property of Sweet Adelines International and will not be returned to the chorus or quartet.

GENERAL PROCEDURES

1. The Competition Department at IHQ will notify the panel chair (PC), regional competition coordinator (CC) and official panel liaison (OPL) of the regions/areas involved, of the names of the choruses or quartets planning to submit video recordings forty-five (45) days prior to the competition weekend.
2. The regional competition coordinator (CC) will give the recordings to the panel chair (PC) along with the other judging papers. Scoresheets and contestant envelopes will be provided by the Competition Department at IHQ.
3. The official panel will review the performance(s) submitted for evaluation immediately following the viewing of the chorus level and prior to the start of the official contest. The panel must allow sufficient time for this purpose.
4. 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 sent by the official panel liaison (OPL) to the evaluated chorus or quartet. Pre-paid postage will be on the envelopes whenever possible. If pre-paid postage is not available, the official panel liaison (OPL) should submit a copy of the receipt to the Competition Department at IHQ within forty-five (45) days for reimbursement.
5. One copy of the scoresheet, along with the performance(s), is to be returned to the Competition Department at IHQ by the panel secretary (PS). This is to be included with the other competition material.

RESTRICTIONS

1. Submitting a video recording for Evaluation Only or Open Division does not fulfill the existing requirement of choruses to compete every three (3) years in order to maintain their charter.
2. Choruses or quartets submitting a video recording are not eligible for any prizes or awards.
3. A chorus or quartet submitting a video recording for Evaluation Only or Open Division may not perform on the regional contest stage for evaluation or placement in the same year.

SECTION VII: RISING STAR

ADMINISTRATION

Purpose of Competition

1. Competition is a primary educational tool and performance opportunity for advancing the musical art form of barbershop harmony.
2. The Rising Star Quartet competition is held for the purpose of recognizing superior participation by young women in the barbershop art form.

General Procedures

1. Competition Songs: Quartets shall be prepared to sing two songs or medleys arranged in the barbershop style and appropriate for use in a Sweet Adelines competition. For more information, please view [Choosing the Right Music](#).
2. Attire: Costuming/Make-up/Hair: The emphasis in a Sweet Adelines performance is on the unit, not any single individual. Quartets shall be costumed in stage appropriate attire in a style and color combination that is flattering to each quartet member with an emphasis upon visual unity. While most performers reinforce unity by choosing costumes that are uniform in both color and style, it is sometimes possible to depart from this sameness while maintaining a unit appearance. Accessories such as belts, collars, appliqués, sequins, rhinestones, gloves or jewelry should always complement the costume rather than provide a point of visual distraction. Finally, effective costuming will draw attention to the faces of the performers and enhance communication with the audience.

Costumes should be clean and well pressed. Costumes should also be well fitting, include the proper undergarments and allow for the breathing mechanism to function properly. In selecting color and fabric, the performer should consider how it will be affected by the intense stage lighting used in Sweet Adelines competitions and the fact that they will also be shown via video camera on the big screens in the competition venue as well as on the internet via the webcast.

Makeup should be used to emphasize each member's features in a theatrical setting that has bright lights as well as videography. Hair should be neat, tidy and off-the-face enough to emphasize the facial expressions of the performers. Again, the emphasis should be an appearance of visual unity.

3. Supervision: All Rising Star Quartet competitions are held under the supervision of Sweet Adelines International and are subject to the Rising Star competition and judging rules and regulations adopted by the International Board of Directors.
 - A. On-site supervision of the Rising Star Quartet competitions is assigned to the Competition Department at IHQ, who works in conjunction with the International President, the Education Direction Committee (EDC) and the panel chair (PC) to see that all aspects of the competition operate in accordance with the rules and regulations of the Rising Star Quartet competition.
4. Scheduling: Rising Star Quartet competitions are held in association with an appropriate regional or internationally sponsored event.

Entry Procedures

1. Competition entry forms are sent on request by the Competition Department at IHQ.
 - A. Entry forms must be signed by individual quartet members and parent/guardian if contestant is under eighteen (18) years of age.
3. Deadline for receipt of competition entry forms by the Competition Department at IHQ is specified annually by the Competition Department. In order to be valid, entry forms must be accompanied by:
 - A. Quartet entry fee of \$125.00 USD; or

- B. Registration form for the regional or international educational event. If two (2) or more members of the quartet are registered for the regional or international educational event, that is held in conjunction with the contest, \$50.00 USD of the competition fee is waived.
 - C. Song Information, which details the song title, arranger, and the date each song was rated as Admissible from the Song Assessment Tool, for each song that will be sung during a performance. Any desired changes to the submitted songs must be a) submitted at the Contest Briefing; and b) provide the song title, arranger and the date each song was rated as Admissible from the SAT.
 - D. Entry fees are nonrefundable but may be transferred to the regional or international event registration fees.
4. Entry forms are accepted in the order of receipt with a maximum of fifteen (15) accepted.

Drawing for Order of Appearance

The drawing for order of appearance is conducted by the Competition Department at IHQ no later than two (2) weeks prior to the contest.

Restrictions

1. Photography is prohibited during all competition sessions except as authorized by the Education Direction Committee (EDC) or the International Board of Directors.
2. Audio and/or video recording of competition sessions is prohibited except as authorized by the Education Direction Committee (EDC) or the International Board of Directors.
3. Community singing is not permitted during a competition session except at a scheduled intermission(s).
4. After a competition session has begun and the first contestant has performed, no quartet, except those competing for placement, may perform until all contestants have competed.
5. No smoking is permitted in the competition facility, including the traffic pattern area and warm-up rooms.
6. A member of a competing group may sing in only one (1) quartet in the same competition.

Official Recordings

1. All contracts for recording of 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 (EDC) or the International Board of Directors.
2. Each contestant, or member of a competing group, may purchase video recording, of its own contest performance at the cost specified by the international organization.
3. Any other use of audio or video recordings of competition sessions is at the discretion of the Education Direction Committee (EDC) or the International Board of Directors.

Photography

Arrangements for the official photographer for the competitions are made by the co-hosting region and the Competition Department at IHQ, subject to approval of the International Board of Directors. In the case that the Rising Star competition takes place in tandem with an internationally sponsored event, arrangements for the official photographer are made by the Director of Marketing and Communications, the Director of Events and the Competition Department at IHQ, and is subject to approval by the International Board of Directors.

The official photographer for any official Sweet Adelines competition has the exclusive right to take photographs for sales purposes.

Eligibility

1. The Rising Star Quartet competition is open to all female quartets whose members are all twenty-five (25) years of age or younger.
2. Rising Star Quartet Champions are ineligible to compete for placement in future Rising Star contests.

- A. No more than two (2) members of a Rising Star 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 a Rising Star Quartet competition for placement.
- B. A Quartet that includes three (3) or more members of a Rising Star champion quartet who were members of the quartet when that ranking was achieved may enter a Rising Star Quartet competition for Evaluation Only.

PENALTIES

General

Violation of any competition policy adopted by the International Board of Directors is subject to penalty as determined by the panel chair (PC) 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.

Time Penalties

1. Performances are timed by the panel secretary (PS).
2. Total singing time of the two (2) separate songs or medleys shall be not less than three (3) and not more than seven (7) minutes.
3. Timing begins with the first word or chord of a song and ends with the last word or chord of the same song.
4. The two (2) songs or medleys performed are timed separately, and times are added together to determine total singing time.
5. Penalties for singing over or under the prescribed limits are:

No. of seconds <u>over or under</u>	Penalty points <u>assessed</u>
15	5
30	10
45	15
60	20
75	25

Rule Infraction Penalties

1. **Inadmissible Songs**: In accordance with our guiding principles of Diversity and Inclusion and the Culture of Belonging, Sweet Adelines International rejects any song that refers to racist lyrics, messages and history and consider them inadmissible for performance. The penalty for performing any song deemed inadmissible will result in disqualification.
2. **Official Language**: The official language for songs designated as competition songs in Sweet Adelines competitions is American English. The penalty, for noncompliance, ranges from a minimum of four (4) to a maximum of twelve (12) points.
3. **Religious, Patriotic Songs, and Official Organizational Songs**: Religious, patriotic, or official organizational songs (*How We Sang Today* and *The Voice of Harmony*) may not be sung as competition songs. Performance of any religious, patriotic, or official organizational song results in disqualification of that song with a score of zero (0) from all official judges.
4. **Performance content**: 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.) or vocal exclamation/reaction is permissible, but non-singing conversations, dialogues, monologues or noise-making devices (e.g., bells, whistles, tambourines, drums, etc.) may not be included. The penalty for using spoken material (beyond a word or two) or noise-making devices ranges from a minimum of three (3) to a maximum of ten (10) points.

5. **Crowns or Tiaras:** Crowns worn in the style of Sweet Adelines Champion Quartets are prohibited, and will be penalized five (5) points. However, a contestant may wear a crown like object as part of their costuming (ex. medieval, circlet, diadem, wreath, cone hat, etc.).
6. **Staging:** Staging and lighting are uniform for all contestants. No penalty is attached to the use of props or visual devices during the contest. Whether the prop enhances or detracts from the performance is reflected in the Visual Communication category score. 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. Props or visual devices requiring excessive set up time will be subject to delay of contest penalties. The penalty for violation ranges from four (4) to twelve (12) points.
7. **Misconduct:** Any contestant may be disqualified for conduct deemed, in the judgment of the panel chair (PC) and a majority of the remaining judges on the official panel, to be injurious to the welfare of Sweet Adelines International.

PLACEMENT AND AWARDS

Placements

1. The quartet scoring the highest number of total points from the combined scores of all of the judging categories places first and is declared the Rising Star Quartet winner for the next calendar year.
2. The quartets scoring the next four (4) highest number of total points from the combined scores of all of the judges place second, third, fourth, and fifth in the contest.

Awards

1. Award medals and flowers provided by Sweet Adelines International are presented to each member of the winning quartet.
2. A cash award of \$2000 is provided to the winning quartet.
3. Award medals provided by Sweet Adelines International are presented to each member of the quartets placing second, third, fourth, and fifth.
4. Cash awards of \$1000 and \$500 are provided to the quartets placing second and third, respectively.
5. Certificates of achievement are presented to each member of all of the competing quartets.
6. The quartet, whose average age is sixteen (16) or under, receiving the highest score is the winner of the Stars To Watch Achievement Award.
 - A. Ribbons (dark pink) provided by Sweet Adelines International are presented to each member of the winning quartet.

Awards Presentation

The awards presentation ceremony, held immediately following the tabulation of results, is planned by the Competition Department at IHQ.

JUDGING

General

1. **Selection of Judges:** Judging panels for Sweet Adelines competitions are recommended by the Judge Specialists to the Education Direction Committee (EDC), with approval of the International President.
 - A. The judging panel consists of four (4) judges, each assigned to a category, a panel chair (PC), and one (1) panel secretary (PS). One (1) of the category judges may be assigned to serve as panel chair (PC).
2. **Tie Scores:** If a tie in total score exists between two (2) 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 Visual Communication until the tie is broken.

3. Performance Evaluation: Following the competition, each competing group receives a copy of the official tabulated results, a copy of each judge’s scoresheet of their performance, and a recording (if purchased) of their competition performance.
4. Standards for Performance Adjudication: Performances are evaluated and adjudicated in the categories of Sound, Music, Expression and Visual Communication, according to the standards for competition performance defined in the Rising Star Level Descriptors.
5. Contest Validity: A valid contest must have at least three (3) contestants.

Points

1. The categories and maximum number of points available are:

<u>Category</u>	<u>Points per Song</u>	<u>Points per Judge</u>
Sound	50	100
Music	50	100
Expression	50	100
Visual Communication	50	100
TOTAL	400	

2. The total points of each of the judges is equivalent to the following rating scale:

Superior	81 -100
Excellent	61 - 80
Good	41 - 60
Fair	21 - 40
Poor	0 – 20

SECTION VIII: DIAMOND DIVISION

ADMINISTRATION

Purpose of Competition

1. Competition is a primary educational tool and performance opportunity for advancing the musical art form of barbershop harmony.
2. The Diamond Division Quartet competition is held for the purpose of recognizing superior participation in the barbershop art form.

General Procedures

1. Competition Songs: Quartets shall be prepared to sing two songs or medleys arranged in the barbershop style and appropriate for use in a Sweet Adelines competition, in accordance with standards defined in the *Judging Category Description Book* (JCDB).
2. Attire: Costuming/Make-up/Hair: The emphasis in a Sweet Adelines performance is on the unit, not any single individual. Quartets shall be costumed in stage appropriate attire in a style and color combination that is flattering to each quartet member with an emphasis upon visual unity. While most performers reinforce unity by choosing costumes that are uniform in both color and style, it is sometimes possible to depart from this sameness while maintaining a unit appearance. Accessories such as belts, collars, appliqués, sequins, rhinestones, gloves or jewelry should always complement the costume rather than provide a point of visual distraction. Finally, effective costuming will draw attention to the faces of the performers and enhance communication with the audience.

Costumes should be clean and well pressed. Costumes should also be well fitting, include the proper undergarments and allow for the breathing mechanism to function properly. In selecting color and fabric, the performer should consider how it will be affected by the intense stage lighting used in Sweet Adelines competitions and the fact that they will also be shown via video camera on the big screens in the competition venue as well as on the internet via the webcast.

Makeup should be used to emphasize each member's features in a theatrical setting that has bright lights as well as videography. Hair should be neat, tidy and off-the-face enough to emphasize the facial expressions of the performers. Again, the emphasis should be an appearance of visual unity.

3. Supervision: All Diamond Division Quartet competitions are held under the supervision of Sweet Adelines International and are subject to the Diamond Division competition and judging rules and regulations adopted by the International Board of Directors.
 - A. On-site supervision of the Diamond Division Quartet competitions is assigned to the Competition Department at IHQ, who works in conjunction with the International President, the Education Direction Committee (EDC) and the panel chair (PC) to see that all aspects of the competition operate in accordance with the rules and regulations of the Diamond Division Quartet competition.
4. Scheduling: Diamond Division Quartet competitions are held in association with an appropriate regional or internationally sponsored event.

Entry Procedures

1. Competition entry forms are sent on request by the Competition Department at IHQ.
 - A. Entry forms must be signed by individual quartet members.
2. Deadline for receipt of competition entry forms by the Competition Department at IHQ is specified annually by the Competition Department. In order to be valid, entry forms must be accompanied by:
 - A. Quartet entry fee of \$125.00 USD; or
 - B. Registration form for the regional or international educational event. If two (2) or more members of the quartet are registered for the regional or international educational event, that is held in conjunction with the contest, \$50.00 USD of the competition fee is waived.

- C. Song Information, which details the song title, arranger, and the date each song was rated as Admissible from the Song Assessment Tool, for each song that will be sung during a performance. Any desired changes to the submitted songs must be a) submitted at the Contest Briefing; and b) provide the song title, arranger and the date each song was rated as Admissible from the SAT.
 - D. Entry fees are nonrefundable but may be transferred to the regional or international event registration fees.
3. Entry forms are accepted in the order of receipt with fifteen (15) contestants being accepted, depending on venue and program accessibility.

Drawing for Order of Appearance

The drawing for order of appearance is conducted by the Competition Department at IHQ no later than two (2) weeks prior to the contest.

Restrictions

1. Photography is prohibited during all competition sessions except as authorized by the Education Direction Committee (EDC) or the International Board of Directors.
2. Audio and/or video recording of competition sessions is prohibited except as authorized by the Education Direction Committee (EDC) or the International Board of Directors.
3. Community singing is not permitted during a competition session except at a scheduled intermission(s).
4. After a competition session has begun and the first contestant has performed, no quartet, except those competing for placement, may perform until all contestants have competed.
5. No smoking is permitted in the competition facility, including the traffic pattern area and warm-up rooms.
6. A member of a competing group may sing in only one (1) quartet in the same competition.

Official Recordings

1. All contracts for recording of 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 (EDC) or the International Board of Directors.
2. Each contestant, or member of a competing group, may purchase video recording, of its own contest performance at the cost specified by the international organization.
3. Any other use of audio or video recordings of competition sessions is at the discretion of the Education Direction Committee (EDC) or the International Board of Directors.

Photography

Arrangements for the official photographer for the competitions are made by the co-hosting region and the Competition Department at IHQ, subject to approval of the International Board of Directors. In the case that the Diamond Division competition takes place in tandem with an internationally sponsored event, arrangements for the official photographer are made by the Director of Marketing and Communications, the Director of Events and the Competition Department at IHQ, and is subject to approval by the International Board of Directors.

The official photographer for any official Sweet Adelines competition has the exclusive right to take photographs for sales purposes.

Eligibility

1. The Diamond Division Quartet competition is open to all female quartets whose members are all fifty-five (55) years of age with a combined total of two hundred and forty (240) on the day of contest.
2. Diamond Division Quartet Champions are ineligible to compete for placement in future Diamond Division contests.

- A. No more than two (2) members of a Diamond Division 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 a Diamond Division Quartet competition for placement.
- B. A quartet that includes three (3) or more members of a Diamond Division champion who were members of the quartet when that ranking was achieved may enter a Diamond Division Quartet competition for Evaluation Only.

PENALTIES

General

Violation of any competition policy adopted by the International Board of Directors is subject to penalty as determined by the panel chair (PC) 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.

Time Penalties

1. Performances are timed by the panel secretary (PS).
2. Total singing time of the two (2) separate songs or medleys shall be not less than three (3) and not more than seven (7) minutes.
3. Timing begins with the first word or chord of a song and ends with the last word or chord of the same song.
4. The two (2) songs or medleys performed are timed separately, and times are added together to determine total singing time.
5. Penalties 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 undertime performances.

Rule Infraction Penalties

1. **Inadmissible Songs**: In accordance with our guiding principles of Diversity and Inclusion and the Culture of Belonging, Sweet Adelines International rejects any song that refers to racist lyrics, messages and history and consider them inadmissible for performance. The penalty for performing any song deemed inadmissible will result in disqualification.
2. **Official Language**: The official language for songs designated as competition songs in Sweet Adelines competitions is American English. The penalty, for noncompliance, ranges from a minimum of ten (10) to a maximum of twenty-five (25) points, depending on severity.
3. **Religious, Patriotic Songs and Official Organizational Songs**: Religious, patriotic or official organizational songs (*How We Sang Today* and *The Voice of Harmony*) may not be sung in the Diamond Division competition. Performance of any song that is considered by the Music judge and a majority of the judges on the official panel to be either religious, patriotic, or an official organizational song results in disqualification of that song with a score of zero (0) from all official judges.
4. **Performance content**: 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.) or vocal exclamation/reaction is permissible, but non-singing conversations, dialogues, monologues or noise-making devices (e.g., bells, whistles, tambourines, drums, etc.) may not be included. The penalty for using spoken material (beyond a word or two) or noise-making devices ranges from a minimum of five (5) to a maximum of fifty (50) points.
5. **Crowns or Tiaras**: Crowns worn in the style of Sweet Adelines Champion Quartets are prohibited, and will be penalized twenty-five (25) points. However, a contestant may wear a crown like object as part of their costuming (ex. medieval, circlet, diadem, wreath, cone hat, etc.)
6. **Staging and Lighting**: 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 Visual Communication score.

All props and visual devices must enter and leave the performance venue with the chorus or quartet. Non-members are not allowed in the traffic pattern and are not permitted to transport prop items in the traffic pattern. 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. The penalty for violation is twenty-five (25) points.

7. **Misconduct:** Any contestant may be receive a penalthly ranging from twenty-five (25) points up to and including disqualification for conduct deemed, in the judgment of the panel chair (PC) and a majority of the remaining judges on the official panel, to be injurious to the welfare of Sweet Adelines International.

PLACEMENTS AND AWARDS

Placements

1. The quartet scoring the highest number of total points from the combined scores of all of the judging categories places first and is declared the Diamond Division Quartet winner for the next calendar year.
2. The quartets scoring the next four (4) highest number of total points from the combined scores of all of the judges place second, third, fourth, and fifth in the contest.

Awards

1. Award medals and flowers provided by Sweet Adelines International are presented to each member of the winning quartet.
2. Award medals provided by Sweet Adelines International are presented to each member of the quartets placing second, third, fourth, and fifth.
3. Certificates of achievement are presented to each member of all of the competing quartets.

Awards Presentation

The awards presentation ceremony, held immediately following the tabulation of results, is planned by the Competition Department at IHQ.

JUDGING

General

1. **Selection of Judges:** Judging panels for Sweet Adelines competitions are recommended by the Judge Specialists to the Education Direction Committee (EDC), with approval of the International President.
 - A. The judging panel consists of four (4) judges, each assigned to a category, a panel chair (PC), and one (1) panel secretary (PS). One (1) of the category judges may be assigned to serve as panel chair (PC).
2. **Tie Scores:** If a tie in total score exists between two (2) 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 Visual Communication until the tie is broken.
3. **Performance Evaluation:** Following the competition, each competing group receives a copy of the official tabulated results, a copy of each judge's scoresheet of their performance, and a recording (if purchased) of their competition performance.
4. **Standards for Performance Adjudication:** Performances are evaluated and adjudicated in the categories of Sound, Music, Expression and Visual Communication, according to the standards for competition performance defined in the *Judging Category Description Booklet* (JCDB).
5. **Contest Validity:** A valid contest must have at least three (3) contestants.

Points

1. The categories and maximum number of points available are:

Category	Points per Song/Medley		Points per Judge	Maximum Points
	Song 1	Song 2		
Sound	100	100	200	200
Music	100	100	200	200
Expression	100	100	200	200
Visual Communication	100	100	200	200
TOTALS	400	400	800	800