Festival Name and Logo Festival Contact Information

**Name of Festival Adjudicator Contract**

To: **Name of Adjudicator**

It is a pleasure, on behalf of the 2021 Name of Festival, to confirm our invitation for you to adjudicate the virtual entries in Discipline[s] as follows:

**Dates:** The links to performance videos and digital scores will be sent to you on or before Date. Your adjudication forms and decisions must be sent to Name of Contact Person at festival email on or before Date.

**Terms of Contract:**

**Fee:** The Name of Festival agrees to pay you a fee based on the number of entries you will adjudicate in Canadian funds [including HST], payable to the adjudicator upon completion of duties and receipt of returned written adjudications, submission of award recommendations, provincial recommendations.

Payment Terms

Adjudicator Fees will be paid on a per entry formula as follows:

 Junior entries - $XX / entry

 Intermediate entries - $XX / entry

 Senior entries - $XX / entry

 Entries with multiple selections - $XX / entry

Final confirmation of numbers will be sent to you after Registration and entries are processed. In case of low entries, you will receive a minimum of $XX

Oral adjudication sessions - $XX per class session [you can calculate this out separately or add an amount to cover the additional time to each entry above. E.g. Junior Entry $7 + $1 for oral adjudication session = $8 above]

Award recommendations - $XX [pay hourly rate for the time you usually spend with an adjudicator to determine awards]

Adjudication of Star Concert/Rose Bowl Competition - $XX [based on usual # of hours x hourly rate]

Administration time - $XX [calculate a flat rate OR add $0.25 for admin time to each entry in the list above]

**Process**

* You will receive a spreadsheet with links to performance videos and scores by date.
* Adjudication forms will be sent to you as a Word file so you can type your comments into the file, or hand-write if you prefer.
* Syllabus, instructions, and other pertinent information will follow as soon as possible.
* Completed adjudications are to be returned to Name at email by date.

**Duties**

* Please forward your bio (maximum 250 words) and high-resolution photo (preferably in JPG format) for inclusion on the festival website and official program to Name of Contact Person at festival email address by date.
* Provide a digital signature as a jpeg for adjudication sheets and certificates by date.
* Provide an in-depth written adjudication for each of the performances. Comments regarding what they did well and suggestions for continued improvement should be made on each selection.
* Performances are to be graded according to the marking guidelines that will be included in the adjudicator package.
* If you are asking the adjudicators to do oral comments, state that here indicating how they will be managed [Zoom, Google Meet, etc.]
* Provide names for awards, provincial recommendations, and Star Concert/Rose Bowl recommendations following guidelines that will be sent to you in your adjudicator package.
* Complete all necessary paperwork for any recommendations to the Provincial Music Festival.
* Adjudicate Star Concert/Rose Bowl [if applicable]

All correspondence and files should be sent to festival email address

**Adjudicator Agreements:**

By signing this contract, you:

\_\_\_\_\_ Agree to abide by the appended Adjudicator Code of conduct

\_\_\_\_\_ Agree to not share the performance videos, digital scores, and links to these files with anyone, and to delete from your computer at the completion of your duties. Your adjudication comments are exempt.

\_\_\_\_\_ Confirm that you do not have a Conflict of Interest as defined in the appended Adjudicator Code of Conduct, and that you will contact the festival office immediately if a Conflict of Interest arises.

If you are agreeable to the above terms and agreements, please return a signed copy to Name of Contact Person, and address or scan and return by email to: Festival email address.

If you have any questions, please contact Name at (222) 222-2222, or Festival email address

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**Signature of Name of Festival Representative Date**

Name of Representative, Position in Festival

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**Signature of Adjudicator Date**

**Adjudicator Contact Information:**

Full Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Adjudicator Code of Conduct**

I will:

* Do my utmost to fulfill my contract.
* Familiarize myself with all the rules of the festival and be conscientious in determining recommendations for award placements, etc.
* Maintain a positive attitude in verbal and written adjudications, even under trying conditions [keep criticism constructive and encouraging].
* Preserve the confidentiality of performance videos and digital scores for festival use only.

I will not:

* Solicit or actively recruit students, particularly through offers of scholarships, promises of admissions to academic institutions, or criticism of the current teacher.
* Fraternize with teachers, accompanists, or parents on social media during the adjudication period. Public socializing about the festival or students at any time inevitably results in real or perceived conflicts of interest, particularly when scholarships are to be awarded.
* Publicly criticize the festival syllabus, regulations, scholarships, programs, timing, general working conditions, fellow adjudicators, teachers, or the organization of the festival [feedback can be submitted to the Executive Committee or on the Festival Evaluation].

***Definition of Conflict of Interest:*** *An adjudicator must always be objective and maintain impartiality during the adjudication process. If you believe that your background, personal experiences, or relationships would prejudice your role or detract from your impartiality, please withdraw from the assignment unless all parties agree to proceed after full disclosure of all relevant facts relating to the issue of neutrality. A real or perceived conflict of interest is damaging to the reputation of both the festival and the adjudicator. No adjudicator should accept a festival contract where a real or perceived conflict exists between the adjudicator and a competitor and/or a teacher. Where there is an undisclosed conflict, Name of Festival reserves the right to terminate the Adjudicator’s contract.*