

NATIONAL FEDERATION OF MUSIC CLUBS



JUNIOR DIVISION FEDERATION FESTIVALS
PROCEDURES MANUAL
JUNE 2016

NATIONAL FEDERATION *of* MUSIC CLUBS

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Table of Contents

Purpose of the NFMC Festivals Program	3
Membership & Eligibility	3
Festivals	4
Festival Chairmen Responsibilities	4
Festival Area Procedures	7
Festivals Committee	11
NFMC Certificates	11
Theory Orders	12
Liability Insurance	13
Festival Fees	13
Teacher Responsibilities	14
State-to-State Transfers	15
Evaluations for Rural/Military Families & Online Media	15
State Festivals	16
NFMC Bulletin	16
Bulletin Editor	16
Specially Capable Junior Musician	16
Scores	18
NFMC Federation Cup	19
Purpose of the NFMC Federation Cup Program	19
Federation Cup Chairman Responsibilities	20
Federation Cup Award Plan	22
Musicianship/Theory	22

PURPOSE OF THE NFMC FESTIVALS PROGRAM

Festivals are designed for ALL members of the NFMC. Festivals are not a competition but an opportunity to perform and receive evaluation. The National Federation of Music Clubs sets the rules and all Festivals are administered by the respective State Federation of Music Clubs in accordance with the rules as stated in the NFMC Festivals Bulletin. No exceptions will be made. The National Festivals Chairman, in consultation with the proper authorities, may pass final judgment on questions or interpretation of rules and procedures (Standing Rules, K-1).

The National Federation of Music Clubs Festivals provide young musicians and adults (age 19 and above) opportunities and encouragement for continued musical growth. Over 140 solo and ensemble events are available to participants. Entrants are evaluated on their individual merits. The Festivals are intended for students at all levels of ability.

MEMBERSHIP & PARTICIPATION ELIGIBILITY

A Junior Club Counselor or a Teacher entering students in Junior Festival shall be required to be a member of a Senior Active Organization or be an Individual Member of the State and National Federation. (Standing Rules, K-1; 8-3-00).

Each teacher of Festival entrants must be a senior member of the NFMC, either as a Senior Club member or a Senior Individual member. Additionally, all individual teachers affiliated with a conservatory must be Senior members. NFMC Bylaws Article III, Section 3A defines membership.

All participating teachers, counselors, and festival chairmen must be federated through membership in the National Federation of Music Clubs (JR 3-14).

Junior entrants must be a member of an active Junior Club or be a Junior Individual member (refer to NFMC Bylaws Article III, Section 5). Group entrants may be associate members of the State and National Federations (Standing Rules, K-1).

Junior entrants must be under 19 years of age on the date of Festival (Standing Rules, K-1; 6-8-11).

Adult entrants must be members of an active Student or Senior Club or be a Student or Senior Individual member (Standing Rules K-1). Student members are age 19 – 26 (General Rules 2017 Bulletin, pg. 1).

Membership dues must be current and are separate from Festival Fees (Standing Rules, K-1).

Membership dues must be current in your state before Festival entries can be processed (General Rules 2017 Bulletin, pg. 1).

A five-dollar (\$5) fine shall be assessed to each Junior Club whose dues are not postmarked to the NFMC Treasurer by February 1st (Standing Rules, J-4; 8-10-03).

The State Treasurer's Membership Dues for report to NFMC must be current each year. Check on the deadline with the NFMC Treasurer (General Rules 2017 Bulletin, pg. 1).

Dues are determined by each State Federation and include a fixed amount for national dues (General Rules 2017 Bulletin, pg. 1).

FESTIVAL CHAIRMEN RESPONSIBILITIES

NFMC Festivals Chairman

- There shall be one Festival Chairman for both Adult and Junior Festivals with the title, "NFMC Festivals Chairman" (Standing Rules, K-1; 8-9-03).
- The NFMC Festivals Chairman must be a senior member of the National Federation of Music Clubs, either as a Senior Club member or Senior Individual member (JR 3-14).
- All NFMC festival certificates and theory tests are ordered through the NFMC Festivals Chairman. The NFMC Festivals Chairman is responsible for creating the ordering form, sending it by email to all State Festivals Chairmen and/or State Presidents, setting the deadline for ordering, and transmitting orders to NFMC Headquarters. All twelve year and above certificates are authorized and sent directly from the NFMC Festivals Chairman to the specified recipient.
- The NFMC Festivals Chairman is the chairman of the NFMC Festivals Committee and chairs the annual NFMC Festivals Meeting at the NFMC Conference/Convention.
- The NFMC Festivals Chairman is responsible for bringing all items approved in the NFMC Festivals Meeting to the Junior Division for consideration and subsequent vote.
- The NFMC Chairman must prepare a national Festivals summary report by June 30th and send two copies to the NFMC Junior Division Chairman (JR 3-14).
- The NFMC Festivals Chairman must keep an up-to-date database of all State Festivals Chairmen and notify Regional Festivals Chairmen of any changes in their respective areas.
- All pertinent records must be saved and passed on to the National Festivals Chair's successor at the end of his/her term of office.

NFMC Regional Festivals Chairmen

- There is one Regional Festivals Chairman for each of the five NFMC regions of the United States. Each Regional Chairman will be the liaison between the State Festivals Chairmen in their respective regions and the National Festivals Chairman.
- All Regional Chairmen must be senior members of the National Federation of Music Clubs either as a Senior Club member or Senior Individual member (JR 3-14).
- All five Regional Festivals Chairmen serve on the NFMC Festivals Committee. As part of the NFMC Festivals Committee, regional Chairs in the five designated regions will be responsible for: Voting as part of the NFMC Festivals Committee and being aware of all issues on the agenda and recommendations to the Junior Division at the NFMC Conventions/Conferences (JR 3-14).
- Regional Chairmen will be included and consulted after state officers with all inquiries, conflicts, or policy clarifications in their region before contacting the National Festivals Chairman/Officers, and will provide regional assistance with policy resolutions (JR 3-14).
- Regional Chairmen must receive all JR 3-3 information from each state in their region by May 15th. The Regional Chairmen must submit to the National Chairman a composite of all states in their region showing all events that occurred in their region and the total number of participants for each state, as well as a composite report of consecutive superiors for each state in their region no later than June 10th. Separate reports for Junior and Adult Festivals should be submitted. Junior and Adult reports should not be combined. Regional Festivals Chairmen do not report financial figures for the states in their respective regions to the NFMC Festivals Chairman (JR 3-14).
- Current Regional Chairmen are listed in the NFMC Directory and in the *Junior Keynotes* publication (JR 3-14).

State Festivals Chairman

- The State Festivals Chairman acts as a liaison between his/her state's Area Festival Chairmen and the Regional Festival Chairman.
- All State Festivals Chairmen must be Senior members of the National Federation of Music Clubs either as a Senior Club member or Senior Individual member (General Rules 2017 Bulletin, pg. 1).
- State Chairmen need to secure one copy of each NFMC publication used for festivals (list can be obtained from the inside back cover of the *Festivals Bulletin*). Check the publication list before ordering other forms for festival reports. Select those publications that will be

necessary for your state's festivals. Help each Area Chairman understand the use of these publications (NFMC 2015-2017 Manual).

- All State Festivals Chairmen must become familiar with all rules and regulations. State Festivals Chairmen must be familiar with the NFMC *Festivals Bulletin* and directives from the National Chairman. Additionally, State Chairmen need to read *Junior Keynotes* for up-to-date information (JR 3-14).
- State Chairmen need to ensure that all Area Chairmen have all necessary Festival materials, including directives from the National Chairman (JR 3-14).
- State Chairmen are responsible for communicating all changes at the State and National levels to their Area Festival Chairmen.
- State Chairmen should try to hold a Festivals Workshop at least once a year for all Area Chairmen within their state. During that time instructions can be given, problems discussed, festival supplies distributed, dates set for area festivals, recordkeeping explained, etc (NFMC 2015-2017 Manual).
- In collaboration with State Federations, the State Festival Chairman should work to develop guidelines for festivals in his/her state. These must not violate national rules, but may expand or define them (NFMC 2015-2017 Manual).
- State Chairman reports are due to Regional Chairmen no later than May 15th. Prepare 3 copies of state JR 3-3. Do not combine junior and adult reports. Match figures on State Chairman's JR 3-3 with State Treasurer's JR 3-7. Send one copy of the state JR 3-3 and one copy of each area JR 3-3 to Regional Chairman. Send one copy of the state JR 3-3 with entry fees to NFMC Treasurer. A copy of both the treasurer's report and the JR 3-3 must accompany the report to national (JR 3-14).
- State Chairmen keep one copy of state JR 3-3 and area JR 3-3/3-4 reports for your own records. Check area JR 3-4 with previous years for correct progression and accuracy of consecutive Superiors (JR 3-14).
- State Chairmen must send any adjustments or corrections of reports to the Regional Chairman no later than May 30th of the Festival year (JR 3-14).
- Keep records at the State level for 12 years. All pertinent records must be saved and passed on to the State Chairman's successor at the end of his/her term of office.
- All reports, requests, and certificates must go through the State Chairman (NFMC 2015-2017 Manual).
- NFMC certificates are sent directly to State Chairmen for distribution (JR 3-14).
- State Festival Chairmen must place orders for national musicianship tests, state certificates and honor certificates for Superiors by the deadline determined by the National Festivals Chairman. Estimate the number based on last year's state festival report plus a 10% increase (JR 3-14).
- State Chairmen need to set a deadline well before October 1st for their area chairmen to

place their orders with them for certificates and musicianship materials (JR 3-14).

- State Chairmen are responsible for making sure festival fees are computed accurately and for reminding the state treasurer to pay NFMC by the established NFMC deadline (NFMC 2015-2017 Manual).

Area Festivals Chairman

- Each Area Festival is directed by a chairman who works cooperatively with the State Festivals Chairman and the State President to facilitate festivals in their state. If there is a question or problem, the Area Chairman should first contact the State Festivals Chairman. For additional assistance, questions should be directed to the State Junior Counselor and/or the State President, and then to the Regional Festivals Chairman. If a conflict or issue cannot be resolved through the aforementioned channels, the issue should then be brought to the National Festivals Chairman (JR 3-14).
- It is imperative that Area Chairmen read the NFMC *Festivals Bulletin* as well as the directives and updates from their State Festivals Chairman in order to become familiar with all rules and regulations. Additionally, Area Chairmen should read their *Junior Keynotes* for updates and pertinent information in order to assist with their knowledge base regarding rules and regulations (JR 3-14).
- All Area Festival Chairmen must be Senior members of the National Federation of Music Clubs, either as a Senior Club member or Senior Individual Member (General Rules Bulletin 2017, pg. 1).

FESTIVAL AREA PROCEDURES

Guidelines for Area Chairmen:

- Area Chairmen need to read the NFMC *Festivals Bulletin* and *Junior Keynotes* as well as all directives and updates from their State Festivals Chairman to become familiar with all rules and regulations (JR 3-14).
- Area Chairmen set the date(s) for Festival and arrange for venue, pianos, and judges. Qualified judges must be provided for each event (JR 3-14).
- It is the Area Chairman's responsibility to review the NFMC Liability Insurance offered for Festival events. While coverage is optional, purchase is strongly encouraged!! Insurance is available for purchase through your State President and/or State Insurance Chairman. Please contact your State President and/or Insurance Chairman for deadline information. State clearly if you will need a proof of insurance certificate in hard copy form. Child Protection Forms MUST be submitted with insurance requests and payments, as required

by our insurance provider. No insurance request will be fulfilled unless this Child Protection Form is submitted properly. All State Insurance Chairmen are listed on the NFMC website.

- Special Instructions: There **MUST** be a **MINIMUM** of two (2) adults, who may be judges, present **AT ALL TIMES** in the audition room. The two adults may not include the teacher or parent of the entrant (JR 3-14).
- The Area Chairman must communicate with his/her State Festivals Chairman regarding festival dates, materials needed, certificates (State and Superior Certificates), and musicianship tests. These materials must be ordered through your State Festival Chairman before October 1st of each year. Use your previous Area Report as a guide for ordering certificates and if applicable, allow for 10% growth from the previous year's report (JR 3-14).
- Chairmen can download all other needed forms from the NFMC website: www.nfmc-music.org. These forms can be found under the "Publications" tab and are available for free in a PDF format (JR 3-14).
- Area Chairmen must inform junior counselors, teachers, and special members of festival date and place, and remind them that photocopies are not permitted. Online music must be obtained from legitimate sources and accompanied by hard copy receipt or studio license (JR 3-14).
- Chairmen must remind all teachers and junior counselors that they **MUST BE FEDERATED** to be eligible to place entrants in area festivals. You should be familiar with all rules pertaining to federating (JR 3-14).
- Area Chairmen send each teacher and junior counselor the number of application forms required and set a deadline for returning the applications. If dues have not been paid, applications should not be processed. For areas with online application capabilities, teachers who have failed to pay dues should not be allowed to gain access to the area's online registration system until all dues are made current (JR 3-14).
- Area Chairmen are responsible for notifying teachers immediately if any error is found in applications or if insufficient dues or fees have been paid (General Rules 2017 Bulletin, pg. 7).
- The Area Festivals Chairman is responsible for setting a deadline for return of festival applications. It is recommended that this be at least eight to ten weeks prior to Festival. This would permit most juniors time to learn another piece should the selected literature be incorrect. Registration using the NFMC Online Festivals Management System will insure that a correct required piece is selected. The Area Chairman must notify teachers

immediately if there is an error in the choice piece selection (General Rules 2017 Bulletin, pg. 7).

- It is the Area Festivals Chairman's responsibility to check completed applications for the following: age of performer, proper classification/progression, and required composition listed in the *Festivals Bulletin*, appropriateness of music and composer of choice selection. Contact teacher or junior counselor IMMEDIATELY in the event of any discrepancy (JR 3-14).
- Area chairmen need to review any request for SCJM status. These requests must be submitted on form JR 3-13. Parents must sign the form if the entrant is a minor child. Discuss with the State Festival Chairman and complete the form with instructions to judges prior to the Festival (JR 3-14).
- Send all judges information on the Festivals Program, assessment guidelines, and a copy of the rating sheet they will be using (JR 3-14).
- Make sure all judges understand the vision of the NFMC Festivals Program and rating system through a thorough judges briefing prior to the event. Specifically communicate to the judges that their duties do not include comparing entrants and selecting participants to go on to a state competitive event (if applicable) but to evaluate students on their individual merits and in accordance with the assessment guidelines detailed on the rating sheet. Try to "pair" judges with events/classes with which they have had extensive experience teaching, mentoring, or adjudicating if possible (JR 3-14).
- In cooperation with the treasurer, send payment of state and national festival fees to the State Treasurer two weeks after the conclusion of your area festival (JR 3-14).
- Submit festival income and expense balance sheets to State Festivals Chairman along with your report two weeks following your area festival (JR 3-14).
- File your local festival report and send your state and national festival entry fees to your State Treasurer and State Festivals Chairman two weeks following your festival. Make four copies of your report. Send one to the State Festivals Chairman, one to State Treasurer along with entry fees collected. Keep one hard copy in your files (JR 3-14).
- Keep records at the local level for 12 years. Prepare for the NFMC Online Festivals Management System (JR 3-14).

Festivals Scheduling Guidelines for Area Chairmen:

- Performance time is determined by the number of minutes on the application plus 3 or 4 minutes for judges to make evaluation. Give the judges time to write. Do not schedule students too close together (JR 3-14).
- Send performance schedule to the applicable teachers two to four weeks prior to the festival day (JR 3-14).
- Judges should also have a performance schedule (JR 3-14).

Suggested Festival Day Assistants to Area Chairmen (JR 3-14):

- Auditor: Record ratings for Festival reports. These ratings are also placed on the state certificates.
- Registrar: Check names of participants upon arrival against prepared list and confirm that published music has been brought for use by the judges.
- Door Monitor: Keep silence in the room during performance. Keep space outside adjudication room quiet.
- Page: Direct students to area where they are to perform. Pages used outside the room may act as runners to take rating sheets to the auditioning room.
- Publicity: Emphasize that the NFMC and the State Federation sponsor the Festivals.
- Promotion: Arrange display area for junior achievements, materials, and scrapbooks. Feature senior club achievement books.
- Rating Sheets and State Certificates: Give to teachers and junior counselors ONLY AFTER all records are justified and recorded by the auditor.

Area Festival Reports:

- All applications and reports should be typed or printed and duplicated according to the instructions on the form. All information must be complete, accurate, legible, numbered, and dated.
- Prepare two separate reports if there are both Junior and Adult Festival participants. Designate on each report whether Junior or Adult report. Prepare four copies of each JR 3-3 report and send two copies (adult and junior) to the State Festivals Chairman, one

copy of each report, with your entry fees to your State Treasurer, keeping one copy for your files. This process should take place no later than two weeks after your Festival Day (JR 3-14).

- Prepare two copies of the JR 3-4 report and send one copy to the State Festivals Chairman no later than two weeks after your festival. Again, prepare separate reports for junior and adult participants. Keep one copy of each report. A computer printout is acceptable; be sure information is complete and follows the format indicated by the instructions on the form (JR 3-14).
- All reports must be submitted to the State Festivals Chairman on or before state deadline.

NFMC FESTIVALS COMMITTEE

The Festivals Committee shall consist of the NFMC Festivals Chairman and five Regional Festivals Chairmen, Festival Bulletin Editor (ex-officio), NFMC Federation Cup Chairman, Festivals Bulletin Editor (ex-officio), and Junior Keynotes Editor (ex-officio) (Standing Rules, J-4 and K-1).

NFMC CERTIFICATES

- Every entrant who earns a Superior rating in Festival is entitled to receive a National Superior Certificate. The cost of these certificates is included in his/her entry fee. An entrant may earn a certificate in each event in which he/she is entered (JR 3-14).
- All Superior certificates, 1 yr through 11 yr are blue, 12 yr and above are special colors (JR 3-14).
- For twelve year and above consecutive superior certificates only, a JR 3-16 form for each individual must be completed. The process begins with the teacher or Area Chairman. Twelve year and above consecutive superior certificates must be ordered AFTER the Festival by the Area Chairman. The Area Chairman submits the completed JR 3-16 to the State Festivals Chairman for approval. The State Festivals Chairman forwards the completed form to the National Festivals Chairman for approval (JR 3-14).
- All NFMC festival certificates are ordered through the NFMC Festivals Chairman. The NFMC Festivals Chairman is responsible for creating the ordering form, sending it by email to all State Festivals Chairmen, setting the deadline for orders, and for transmitting the orders to NFMC Headquarters. All twelve year and above certificates are authorized and sent directly from the NFMC Festivals Chairman to teachers, unless otherwise specified.

- Requests for state certificates must be placed by the State Festivals Chairman using the order form sent to them by the National Festivals Chairman. Completed order forms must then be sent directly to the NFMC Festivals Chairman by the prescribed deadline either by U.S. Postal Service or by email.
- State Chairmen should order certificates based on a 10% increase from the previous year to allow for potential festival growth in their state.
- State Festival Chairmen have the option of personalizing their State Certificates but need to send a jpeg file of applicable State President and/or Festival Chairman's signature along with the certificate order form. There will be a slight increase in the individual price of the certificates for this service so State Festivals Chairmen need to go through necessary state channels to make sure the expenditure is authorized.
- Shipping costs vary depending on the number of certificates being ordered. For precise shipping costs, State Chairmen should consult NFMC Headquarters. Orders sent to multiple addresses will be charged on a per package basis.
- If the State Festivals Chairman wishes to have state certificates sent directly to his/her Area Festivals Chairmen, he/she will need to include with his/her certificate order an Excel or Word file with the address, phone number, and email contact information for each Area Festivals Chairman along with the quantity and type of certificates that should be sent to each.
- Unless prior arrangements have been made, all NFMC state certificates are sent directly to the State Festivals Chairman.
- Area Festivals Chairmen are no longer permitted to place orders for certificates with NFMC Headquarters. All orders must be placed through the State Festivals Chairman.
- State Certificates cannot be scanned and uploaded to state websites.
- Consecutive Superior Certificates are optional. Each Area Chairman may choose whether or not to use these certificates (NFMC Bulletin 2017, pg. 7).

NFMC THEORY TEST ORDERS

- All NFMC Theory tests and answer keys can only be ordered by the State Festivals Chairman through the National Festivals Chairman. Area Festivals Chairmen are no longer allowed to order theory tests and answer keys through NFMC Headquarters.
- Theory tests and answer keys are ordered on the same form as the state certificates. The order form can be obtained from the National Festivals Chairman.

- Theory tests and answer keys can be sent to the State Festivals Chairman as a PDF file at no cost. Printed copies will be sent via USPS as requested by the State Chairman.
- NFMC Headquarters will send PDF copies of the theory tests and answer keys to State Festivals Chairmen ONLY; not to Area Festivals Chairmen.
- Theory tests are to be distributed to the Area Festivals Chairmen by the State Festivals Chairman no earlier than 2 weeks before the area Festival event.
- Any changes or corrections in the tests/answer keys will be sent via email to the State Festivals Chairman.
- All PDF copies of the theory tests and answer keys are to be deleted from Festival Chairmen's computers within two weeks of their last area festival event.
- NFMC Theory tests and answer keys are proprietary materials. Federated states and/or area festivals cannot create and administer theory tests that do not originate from NFMC.

LIABILITY INSURANCE

See Guidelines for Area Chairmen pg. 7.

FESTIVAL FEES

- Festival fees are separate from membership dues (Standing Rules, K-2).
- Required National and State fees must be paid to the Area Festivals Chairman by each entrant for each event entered (Standing Rules, K-2).
- In addition to the required NFMC entrance fee, a per capita "surcharge" may be added when needed to cover only Festival expenses, provided it is not combined with any other fees. After all expenses are paid, any remaining amount may be held towards the next year's Festival expenses, may be applied to Junior Scholarships and Awards, or used at the states' discretion as approved by the states' BOD (Standing Rules, K-2).
- Fees due to National must be paid before receiving Festival certificates and/or Federation cups (Standing Rules, K-2).
- Teachers may not charge festival entry fees in excess of the amount established by the Area Festivals Chairman/Committee. State boards may set a financial penalty for failure to comply (Standing Rule K-2).

- Teachers must not personally add additional amounts to Festival Fees above that charged by the Area Festival (General Rules, 2017 Bulletin, pg. 1)
- States and/or Areas cannot charge fees that are contrary to established NFMC General Rules and guidelines for the Junior Festivals Program.

TEACHER RESPONSIBILITIES

- Teachers are responsible for complying with all directives from the National Chairman, the Regional Chairman, the State Chairman, and the Area Chairman (General Rules, 2017 Bulletin, pg. 7).
- Teachers are responsible for correctly selecting classifications and music (General Rules, 2017 NFMC Bulletin, pg. 7).
- The teacher is responsible for meeting all deadlines (General Rules, 2017 NFMC Bulletin, pg. 7).
- The teacher should be available to assist the Area Chairman when needed, either prior to the Festival, or at the Festival site (General Rules, 2017 NFMC Bulletin, pg. 7).
- The teacher must keep up to date on all Festival information by reading the Festival section found in each *Junior Keynotes Magazine* and by checking the NFMC website for any Bulletin corrections (General Rules, NFMC Bulletin 2017, pg. 7).
- Each teacher must own a current NFMC *Festivals Bulletin*.
- In the case of an error made by the teacher that results in the disqualification of a student, the teacher is to cover the expenses and assist the area chairman in making the arrangements for the performance with qualifying repertoire (General Rules, 2017 NFMC Bulletin, pg. 7).
- Should there be an error on the part of the teacher which would disqualify the entrant (e.g. incorrect choice of literature, photocopies, etc.), the following options may be selected with the assistance of the Area Chairman:
 - a. The entrant may be entered in another Festival in the state at a later date. The teacher will be responsible for any additional fees incurred; or
 - b. A make-up date may be set for the entrant to perform. The teacher may assist the area chairman in securing a judge. Any expenses must be satisfied by the teacher.

Should either of these two options be used, the Area Chairman's reporting deadlines must not be compromised.

- Teachers must enter only those entrants whom they personally teach in the event(s) entered (Standing Rules, K-2).
- Every teacher whose students participate in NFMC Festivals is required to subscribe to *Junior Keynotes* (Standing Rules, K-2; 6-27-05).

STATE-TO-STATE TRANSFERS

Currently, state-to-state transfer information is verified through use of the JR 3-1 NFMC form. The JR 3-1 form can be obtained from the NFMC website under “Publications.” Once the online festival management system is fully functional for all states, the current process for transfers will no longer exist.

It is the responsibility of the transfer student(s) new teacher to collect as much information as possible from the student/parent/guardian to submit on the form.

Once the teacher completes the form, he/she submits it to his/her area chairman who sends it to the State Festival Chairman.

Verification of state-to-state transfer information is obtained only through communications between State Festivals Chairmen or other designated State officials who maintain State Festivals records.

EVALUATIONS FOR RURAL/MILITARY FAMILIES & ONLINE MEDIA

Entrants located overseas or in an area where no Festival is located may participate if:

- The original area or state collects dues and fees
- All rules and procedures are followed as outlined in the current Bulletin, and
- A video recording is sent for review and rating; or a Skype or FaceTime evaluation is scheduled with the approval of the Area Festivals Chairman and judged with the same criteria as a live audition.

Respective State Federation of Music Clubs shall set and administer the rules for Federation Festival entries involving teachers using virtual adjudication. Students must be registered in the state where the teacher is Federated (Standing Rules, K 2-3).

- Entrants using online media for long distance instruction may participate if:
 - a. The entrant is registered in the Area Festival where the teacher has membership;
 - b. The entrant may travel to the area on Festival day; or
 - c. The entrant will have an evaluation using the same online media as is used for instruction. The adjudication will be scheduled with the approval of the Area Festivals Chairman and judged with the same criteria since it will be a live audition (General Rules, NFMC 2017 Bulletin, pg. 5).

STATE FESTIVALS

All Area Festival Centers are established by the State Board of Directors. Individual teachers may not establish a Festival Center. The State Festivals Chairman shall be appointed by the State Board of Directors. The State shall have on file a list of all Festival Centers and Area Festival Chairmen.

The NFMC *Festivals Bulletin* cannot be reproduced online for the purpose of Area or State Festivals registration, in part or in whole, without password protection on the site on which it is being published and without written permission from the NFMC.

NFMC BULLETIN

The National Federation of Music Clubs sets rules and the respective State Federations administer the Festivals Program in accordance with the rules that appear in the *Festivals Bulletin*. No exceptions to these rules will be made (2015-2017 Manual).

- The Bulletin is under copyright protection and cannot be reproduced by any means, stored in a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording or otherwise) without written permission of the National Federation of Music Clubs (Title page, 2017 Bulletin).
- The life of the NFMC *Festivals Bulletin* will be four (4) years beginning with 2017- 2020 (Standing Rules, J-4).
- There shall be a *Festivals Bulletin* publication deadline of March 1st of the publication year (Standing Rules, J-4).

NFMC BULLETIN EDITOR

The NFMC Bulletin Editor oversees the production of the NFMC *Festivals Bulletin* and arranges for its delivery to NFMC Headquarters (Manual 2015-2017).

The term of office for the Federation Festivals Bulletin Chairman/Editor shall be four (4) years with an optional 4-year renewable term (Standing Rules, J-4).

The NFMC Bulletin Editor serves as an ex-officio member on the Festivals Committee (Standing Rules, J-4).

See NFMC Manual 2015 – 2017 pg. 88 for “Methods.”

SPECIALLY CAPABLE JUNIOR MUSICIAN

- In any section or event, regular rules regarding memorization, progression, and choice of

materials may be altered for entrants who have been identified as physically or mentally challenged (General Rules 2017 Bulletin, pg. 3).

- Specially Capable Junior Musician identifies a junior who needs special exceptions to the General Rules. SCJM is not an event or class (General Rules 2017 Bulletin, pg. 3).
- SCJM may be a temporary or a permanent identification. Some juniors may have temporary problems which would identify them as SCJM. They would return to standard rules when the problems cease (General Rules 2017 Bulletin, pg. 3).
- When a teacher is seeking SCJM status for a student, he/she must complete Form JR 3-13 (SCJM Official Application) which can be downloaded from the NFMC website under “Publications” and obtain the parent/legal guardian’s signature if the entrant is under age 18. This form should be submitted to the Area Chairman at the time of entry. Based on the nature of the entrant’s special capabilities, instructions, and information on modifications allowed to the entrant will be provided for the judges (General Rules 2017 Bulletin, pg. 3).
- The needs of the junior entrant must be clearly specified. Any special accommodations in the audition process, which would facilitate the junior entrant’s ability to have a successful festival experience needs to be included on the application form (JR 3-13).
- Neither the words ‘Specially Capable Junior Musician’ nor the initials ‘SCJM’ are to appear on the rating sheet, nor are they to be placed on any Federation Cup or certificate earned by the junior (General Rules 2017 Bulletin, pg. 3).
- Parent(s)/Guardian(s) are to be given complete instructions regarding the audition process for their SCJM. The teacher is responsible for discussing any necessary accommodations with the parent/guardian of the junior entrant and for obtaining their written permission prior to submitting the SCJM applications to the Festival Site/State Festivals Chairman (JR 3-13).
- Information and instructions to the judge(s) at the time of the entrant’s audition must be understood by the parent/guardian, teacher, and Festival Site Chairman (JR 3-13).
- Judges should be made aware of any accommodation(s) to the entrant’s audition process prior to the entrant entering the audition room. It is the Festival Site Chairman’s responsibility to notify the judge(s) of adjustments (JR 3-13).
- Any information listed on the judging form should be removed directly after the audition and handed to the parent/guardian for safekeeping (JR 3-13).

- The SCJM application must be re-submitted in subsequent years. As entrants mature and grow, the need for different accommodations or the removal of this designation may be needed. The parent/guardian must always be consulted regarding entry as a SCJM (JR 3-13)
- In rare instances of Adult Festival participants requiring Specially Capable Musician designation, the current SCJM form can be used as there is not a specific form for Specially Capable Adult Musician, aka SCAM. If the Adult still has a legal guardian, that guardian must sign the form. If the individual is a legal adult and does not have a legal guardian, written parental/guardian consent does not need to be obtained, but the individual should give his/her consent by writing his/her signature in the space on the form where the parent/guardian would normally sign.

SCORES

Published scores of the required and choice compositions must be provided for the judges (General Rules 2017 Bulletin, pg. 4).

Scores electronically produced or hand copied are prohibited. Only compositions in their original form and published key(s) will be acceptable with these exceptions:

- a. Vocalists may use scores that have been legally electronically produced to provide the appropriate vocal range.
- b. Entrants may use legally produced scores from vendors provided they include the letter of permission that accompanies this music. This includes music purchased on CD or in an app that allows for scores to be printed. If the authorization to print is not for the user, then the authorization to print for multiple users must be included in the verification.
- c. Legally downloaded scores must include the verification that the download is from a valid source. Verification could be a document printed from the download website or verification printed on each page of the download (General Rules 2017 Bulletin, pg. 4).

The use of transposed electronically reproduced music will be allowed in Junior Festivals for vocal events only (Standing Rules, K-2; 8-11-96).

NFMC will honor and uphold copyright law. Festival leaders and teachers need to educate themselves concerning the legitimacy of downloaded music from the Internet and proof of intellectual property.

Any score to be used in an NFMC Festival Audition must be accompanied by a proof of purchase, permission to use the score, or a studio license obtained by the teacher/junior counselor/ senior club member prior to submitting the entrant for an audition. Proof must accompany the score at the time of entry if a computer download is used in place of a commercially printed score. It is recommended that all music and proof of purchase should be hardcopy and given to the Area Festival Chairman at time of entry and, once approved, to the judges at the time of audition.

Proof of Public Domain

Individuals should only use a public domain composition if they have proof of public domain from a legitimate source. If that legitimate source is not in their possession, there is no way to prove beyond a doubt the music being used is actually in the public domain and not from a copyrighted source. A legitimate source is defined as a tangible copy of the work with a copyright date old enough to be in the public domain.

When an individual uses music that is in the public domain as either a download from the Internet or from a CD with music scores loaded and available for use, proof of public domain is the responsibility of the teacher and/or entrant. Proof should be submitted at the time of entry into an NFMF Festival Audition and must accompany the score and be made available at the time of audition by the teacher and/or entrant.

State and Area Festivals have the right to determine if legitimate proof exists before allowing the use of a score from the public domain.

NO photocopied music will be allowed in the audition room unless accompanied by written permission from the publisher, stating that the selection is out-of-print. Teachers are cautioned to seek this permission well in advance of the Festival date (General Rules 2017 Bulletin, pg. 4).

Accompanists who use illegal photocopied music will result in the disqualification of the entrant.

All events, including Hymn Playing, American Patriotic/Folk Songs, and Accompanying, require strict adherence to the score. Embellished accompaniments, hymns, and/or APFS will result in student disqualification.

NFMF FEDERATION CUP

Purpose

The purpose of the Federation Cup Program is to provide extrinsic motivation for learners of all ages to continue their musical training through participation in festivals and earning points to receive festival cups. The plan, which is sponsored by the NFMF, is available to all entrants in the NFMF Festivals program, including adults. Accumulation of points is not affected by an interruption in Festival participation or rating progression (NFMF Manual 2015-2017, pg. 91).

General

Any participant entering an event in the NFMF Festival is eligible to enter the Federation Cup Award Plan. Participation is optional but points earned must be in conjunction with the NFMF Festivals. Cups are awarded on a point system based on Festival ratings. Federation Gold Cups are earned only in the Junior Division (up to age 19) and Federation Silver Cup points are

earned only in the Adult Division (age 19 and above). Points in each Division are totaled separately (Standing Rules, K-2).

There is no crossover of ratings or points from Junior and Adult Festivals (Standing Rules, K-2).

Each state should have a Federation Cup Chairman (May 2015).

State Presidents must appoint a State Federation Cup Chairman who will be responsible for verifying points, keeping accurate state records, approving and ordering all cups. Only State Federation Cup Chairmen are authorized to order cups from NFMC headquarters (Manual 2015 – 2017 pg. 91).

Federation Cup funds should be accounted separately from Festival funds (NFMC Bulletin 2017, pg. 11 and NFMC Standing Rules).

A Junior or Adult entered in the Federation Cup plan should pay cup fees prior to each Festival entered. Each state determines the amount of the cup fee and the time and method of payment. A fee should be paid regardless of rating earned for the accumulation of points (NFMC Bulletin 2017 pg. 12).

If a participant discontinues participation in Festival, there is no refund (NFMC Bulletin 2017, pg. 13)

No fees may be paid to claim retroactive points (NFMC Bulletin 2017, pg. 13).

When a cup entrant moves to a new teacher or place of residence, the point history and cup records will be automatically transferred once the student's records are located using the Online Festivals Management System. Fees are not transferred from one state to another (NFMC Bulletin 2017, pg. 13).

If local or state clubs give out a non-NFMC cup, it is a local or state recognition, not NFMC recognition. The participant will not be recognized in NFMC publications. The cup should not be called a Federation Cup, nor represented as such.

The Online Festivals Management System will automatically enroll entrants in the Federation Cup plan. If the entrant does not wish to participate in the Federation Cup plan, the teacher must make the selection to "opt out."

NFMC FEDERATION CUP CHAIRMAN RESPONSIBILITIES

National Federation Cup Chairman Responsibilities

The NFMC Federation Cup Chairman oversees the NFMC Federation Cup Program.

The NFMC Federation Cup Chairman serves on the NFMC Festival Committee (Standing Rules, J-4).

The NFMC Federation Cup Chairman needs to give approval for Grand (75 – point) and Presidential (90 – point) cups. The JR 4-1 form should come from the State Federation Cup Chairman. The process is from the teacher to Area Chairman to State Chairman to National Cup Chairman.

State Federation Cup Chairman Responsibilities (Manual 2015-2017, pg. 91)

- State Federation Cup Chairmen should study carefully the cup rules in the current *Festivals Bulletin* and be sure that all local and Area Federation Cup Chairs understand these rules.
- Chairmen should keep abreast of and communicate all policy and procedural changes to Area Festival Cup Chairs.
- State Chairmen must follow all directives set forth by the National Federation Cup Chairman and relay all pertinent information to the Area/Center/District Cup Chairs in a timely manner.
- Chairmen must keep accurate state records. All student records should be kept until the student reaches age 19.
- Each state will determine an annual entry fee; set the time, amount and method of payment for these fees.
- State Chairmen should collaborate with State Festivals Chairmen in conducting workshops for state conferences.
- State Chairmen must validate all points, sign and send all Grand Cup and President's Cup applications to the NFMC Federation Cup Chairman for approval using a CURRENT JR 4-1 form. Outdated forms will be returned for resubmission on current forms and may cause a delay in the student receiving his/her cup.
- All cup supplies must be ordered from NFMC Headquarters. (See the current *Festivals Bulletin* for the complete list).
- State Federation Cup Chairmen are the ONLY authorized personnel who can order cups from Headquarters using the JR 4-3 form.
- All NFMC dues/fees must be up-to-date and paid before cups can be ordered and/or

received.

NFMC FEDERATION CUP PLAN (Manual 2015-2017, pg. 92)

- Points accumulate every year the student is entered into the plan. The first cup is earned when point totals reach fifteen (15). Points over the amount necessary for the next cup are carried over and credited toward the next size cup.
- Festival participants earn points toward a cup in a single event and may not combine event points with the following exceptions/alternations in piano events (See rules in Bulletin): Concerto Junior III, Senior Concerto, Lynn Freeman Olson Solo, ensemble events (duet, trio, quartet, duo piano).
- An entrant may work simultaneously towards a cup in more than one event but he/she must pay the required fee for each event entered in which they desire to accumulate points towards a cup.
- Points will be transferred from state to state using the Festival Transfer Information (JR 3-1) form if and when an entrant moves to a different state. However, cup fees are non-transferrable (See General Rules in current *Festivals Bulletin*).

NFMC MUSICIANSHIP/THEORY

(For procedures regarding theory test ordering, please see page 12 of this publication)

Purpose

The purpose of the theory event is to encourage teachers to emphasize the importance of music theory and history to their students in addition to proficiency on their instruments or in vocal performance and to motivate students to analyze their music at more profound levels so they can gain greater insights into interpretation, style, musicality, practice routines, and memorization techniques.

Definition

Theory focuses on pitch, notation, rhythm, scales, key signatures, intervals, chords, transposition, composition and harmonization, study of instruments, historical periods and composers, forms, and definitions.

NFMC Theory Advisor Responsibilities

- To oversee the NFMC Theory program.
- To create and/or adjust the NFMC Festivals Theory and Answer Keys.
- To appoint a proofreading committee to proof the theory tests and answer keys for the following year before distribution to the State Festivals Chairmen.