

	<b>GENERAL RULES AND CONDITIONS OF ENTRY AND COMPETITION</b>
<i>(Last updated 26 August 2020)</i>	

## Definitions

**amateur:**

means a person whose main source of income is not, and has not been mainly derived from the exercise of or teaching of a talent in the particular discipline for which they have entered in the competition in question.

**entrant:**

means a person or group of people who have officially and correctly registered to compete in the eisteddfod.

**co-ordinator:**

means the person appointed by the Committee to set up and run a particular competition of the eisteddfod (eg Dance, Music, Schools Day, Speech & Drama).

**competition:**

means one of the following into which this eisteddfod has been divided: dance, vocal and choirs, piano, instrumental, speech and drama, bands and orchestras, schools.

**committee:**

means the elected Executive Committee responsible for the management of the *City of Grafton Eisteddfod Society Inc* and its competitions.

**novice:**

means an entrant that:

- hasn't competed in an eisteddfod before; OR
- hasn't placed first in any previous eisteddfod in the same category in any age group.

For example, an entrant who has already won a novice "Ballet" age section at any eisteddfod can't enter in any Novice Ballet age sections here. However, they can enter a different Novice category (eg "contemporary") if they have not previously won in that category. Entrants are welcome to keep entering each year in a different Novice age section in the same category, providing they haven't placed first.

- The entrant is not permitted to repeat the dance they do in their Novice section in their age group sections.

**open:**

means open to all age groups.

**section:**

means a particular and separate group into which a competition is divided (eg Sec 57 Piano Solo – 6 years & under).

**small school:**

means schools with 5 teachers or less.

**society:**

means the *City of Grafton Eisteddfod Society Incorporated*.

**PLEASE READ THESE RULES CAREFULLY**

- In addition to reading these general rules and conditions of entry, entrants should also read any special notices relating to their particular competitions.
- Failure to comply with any of the rules and conditions may involve disqualification and/or withholding of awards.
- The decision of the Committee in all questions or disputes about these rules, or about matters not provided for in these rules, will be final.
- All entries are received on this condition, and in the spirit of friendly competition upon which the eisteddfod is based, and no dispute shall become the subject of any appeal at law.

## Who Can Enter

### Who Can Enter

1. The competitions are for amateurs only.  
nb This rule doesn't apply to the conductor or accompanist, unless they are also being adjudicated.

### Age

2. An entrant's age is taken to be the age they were on the 1<sup>st</sup> of January in the competition year.
  - a. In Dance, for duos, trios or other groups - age is taken as the age of the eldest entrant in that group.
3. People entering the eisteddfod for the first time must send a photocopy of their birth certificate to the Society before the competition starts.
4. The Committee has the right to demand proof of age of any entrant in an age section, or proof of amateur or professional status.
5. Age limits do not apply to conductors or accompanists.

### People Who Can't Compete

6. Teachers are not allowed to compete. Trainee teachers (who are not teaching full-time) can compete in open sections, but can't compete against their own students.
7. People who have been taught, coached or advised by the Adjudicator within the 6 months prior to the competition can't enter. The exception is where they have only attended a short workshop or master class given by the Adjudicator lasting 2 days or less.

### Groups

8. School groups must consist only of enrolled students of that school.
9. The minimum number to form a dance troupe is five dancers. Four dancers only may dance for critique only.

### Out of District Entrants

10. Entrants from outside the Grafton council district are most welcome to compete, as long as they meet the criteria.
11. Some sections are only for entrants who live or study performance arts locally (usually within a 100 km radius of Grafton).

## Number Of Entries

### Entering More Than One Section

12. An entrant can compete in one or more sections, as long as they meet the criteria.
  - a. Eg: An entrant can compete in an "open" section and/or one for their age group.

### Entering a Section More Than Once

13. An entrant, duo, trio or group can only enter once (1) in a particular section, except where specifically stated otherwise.
  - a. In Dance, entrants in novice sections can't repeat their item again in their age section.
  - b. In the Dance, entrants in the Dance Group sections will be permitted to compete twice (2) in the same section.
14. An individual may enter a dance duet, trio, ensemble or group section twice (2) if they are performing with different partners.
15. An entrant may compete in an instrumental section twice (2) provided a different instrument is played for each performance (e.g. trumpet then trombone). This applies to solo performances and where they compete in duets, trios or other groups.
16. In the Schools competition, there is a limit of 3 entries per school for each section.

## How to Enter

### Use of Official Form / On-line Entry

17. It is preferred that all entries are made online at the Society's website.
  - a. Paper-based entry forms can be used.
  - b. These forms can be downloaded from the website or requested from the Committee. Photocopies are acceptable.
18. Entries and payment must be submitted on or before closing date specified.
19. All entries must comply with the general competition rules at the time of entry.
20. A confirmation will be sent to the entrant, and it is their responsibility to ensure all details are correct.
21. Responsibility for correct entry rests with the entrant.
22. If any changes to the entry are needed, a written request must be sent to the Co-ordinator.
23. Fees that must accompany each entry. These include for:
  - a. section entry;
  - b. playing backing music;
  - c. program purchase (if desired)
24. The name of the partner(s) in a duo, lieder or ensemble must be included on the entry form - except for bands, orchestras, choirs and ensembles of six or more players.
25. No person may enter under a name other than his or her own.
26. Entries are not transferable from one person to another.
27. All special requests must be made at the time of entry.
28. The Committee reserves the right to refuse an entry.

### Late Entries

29. To be accepted as being on time, postal entries must be postmarked no later than the closing date for entries.
30. Late entries will be accepted up to a week (7 calendar days) after the closing date of a competition, but will be charged double the entry fee. Only under special circumstances, and at the discretion of the Committee, will any late entries be accepted after that time.

### Withdrawal

31. Competitors unable to attend as entered must advise the Co-ordinator **at least one week prior** to the Eisteddfod.

**Reimbursements**

32. A refund of the entry fee will only be made if a section has been cancelled by the Committee.

**Choosing a Performance Piece****Choosing Appropriate Material**

33. Unless stated otherwise the entrant should select the pieces they perform.
34. Usually an entrant can only perform a piece / routine once in the competition. The exception is those in the Novice sections, who can repeat their piece in the age sections.
35. All material must be age-appropriate to the entrant.
36. No offensive or obscene language or swear words are to be used in performances. The Adjudicator has the authority of the Committee to terminate a performance if it is considered offensive in any way.
37. For Drama and Music competitions, entrants can't perform a piece for which they won an award in the Grafton eisteddfod the previous year.
38. Vocal duets must include some harmony.

**Backing Tracks**

39. Where backing tracks are allowed, no vocals are permitted.
- a. Dance – In *Song & Dance* sections, backing tracks can have vocals during the dance part of the performance but NOT when the entrant is singing (instrumental only).
40. No backing tapes are allowed in Instrumental Ensembles or School Bands.
41. A CD player is supplied to play music. **Please no iPods or MP3 players.**

**“Own Choice” Items**

42. Marks will be awarded for the quality of the choice.
43. In Drama - lengthy introductions or interludes may be abbreviated at the discretion of the Adjudicator. This does not signify either rejection or approval.

**Duration of Piece**

44. Time limits apply in some sections and must be strictly observed.
45. Where time limits apply, a warning bell will usually sound when the maximum time limit has been reached. At this point the entrant must leave the stage. If the entrant ignores the bell and does not leave the stage within 10 seconds, they might have marks deducted or be disqualified by the Adjudicator.
46. Drama - Unless otherwise stated, the time limit is:
- a. 3 minutes per item for juniors (aged 12 years and under)
  - b. 4 minutes for seniors (aged 14 years and over apply for all sections).
47. Dance - Unless otherwise stated, the time limit is:
- a. 3 minutes for age sections, song & dance, song & tap
  - b. 3 minutes for duos and trios
  - c. 4 minutes for championships
  - d. 6 minutes for groups
48. It is not necessary to reach the maximum time, however if a minimum time is stated it must be met.
49. Where there is no stated time limit, the Adjudicator reserves the right to stop an entrant's performance at any stage. This does not mean disqualification or disapproval.

### **Memory Work**

50. For piano and instrumental, memory work is encouraged but not required. It will not affect the score.
51. For drama – all pieces should be memorised, with the exception of Sections 292-296, and 307-311.

## **The Program**

### **Copies of the Program**

52. Programs can be ordered when entering the competition or purchased from the front desk on the day of competition. It will not be available online.
53. The program may not follow the section listing. The order is set by the Co-ordinator.

### **Changes to the Program**

54. There may be some changes to the competitions and sections run each year. Some may be deleted and others added.
55. The order of section, and the order of entrants within a section, may be changed at the discretion of the Co-ordinator.
56. The Co-ordinator has the right to change the program at any time to accommodate unforeseen circumstances – and if they can, will give the entrants and others affected advanced notice.
57. If there are not enough entrants for a section (usually fewer than 3), the Co-ordinator can either:
  - a. cancel that section (before or on the day of competition);
  - b. combine it with another section; or
  - c. move those entrants to a higher age group.
58. A section may be split into divisions if entries exceed 25.
59. Under special circumstances, the Co-ordinator may allow an entrant to perform out of the event. If this happens they will receive adjudication but no placing or awards.
60. Entrants are expected to perform the piece(s) listed on their entry form.

### **Performance Order (per printed program)**

61. Entrants must appear in the order they are named in the program. If they are not ready when called they might have points deducted from their score or be disqualified.

### **Changes to the Group Entered**

62. In the event of one partner or member of a group being unable to perform due to a genuine change in circumstance, the Committee may allow a substitute, provided that two weeks notice is given to the Co-ordinator.

### **Use of Information About Entrants**

63. The names of entrants and their home town, and a list of participating schools are printed in the program for that competition.
64. Section results are recorded on the Society's database and website, and appear in the local media.
65. Names and addresses of entrants are kept on a secure database for administrative purposes. All personal details are for Society's use only.

## On the Day

### When to Arrive

66. Entrants are to report to the Registration Desk at least 30 minutes before the start of the section in which they are to perform.
67. PLEASE NOTE that a number of factors (such as unexpected withdrawals on the day) may shorten the length of some sections unexpectedly – so entrants must be ready.

### Providing Copies of Music / Text / Backing Tracks

68. At least 30 minutes before the start of the section, entrants must give the staff at the Reception desk:
  - a. a copy of the sheet music or text being performed for the Adjudicator (unless specifically excluded eg dance and world music).
  - b. a CD with any backing music (one track per CD only); and
  - c. completed copyright forms.
69. The things you hand in must have the following clearly written on them:
  - a. entrant's name;
  - b. section number;
  - c. competitor number (within that section);
  - d. which track is required (number and title);
  - e. AMCOS/ARIA license number (if the recording was made by a Dance School) or stamped "AMCOS LICENSED COPY" (for recordings made by a school).
70. Adjudicator copies must be accompanied by a completed Copyright Form No. 2.
71. Copies made for the accompanist must have a completed Copyright Form No. 5 attached to the music during the competition performance.

### Rehearsal at the Competition Venue

72. No rehearsal or practice is permitted on the stage to be used for the competition after the start of the eisteddfod. Any entrant not observing this condition will be disqualified.

### Dressing Room

73. Dressing rooms are available on a first in, first served basis, and can't be reserved.

### Accompaniment

74. Each entrant (or their school or teacher) must arrange any accompaniment they need.
75. Entrants can be accompanied by a person playing an instrument. A piano will be organised by the Co-ordinator if enough notice is given.
76. For the Schools competition, a teacher must accompany or conduct each group.
77. One conductor may conduct any number of choirs or orchestras, and one director may present any number of speech, drama or dance groups.
78. All electrical items used either on **stage** or **back stage** must have been tested and tagged to comply with Australian/New Zealand AS/NZS 3760:2000 within the previous 12 months.

### Copyright

79. See the information at Attachment A (at the end of this document).

## The Performance

### Standard of Dress

80. While the Adjudicator will be paying most attention to the standard of the performance, musicianship and the general skills being displayed - the entrant's dress, general appearance and how they conduct themselves (eg how they walk on and off stage, bowing to the audience at the end of their performance) will also be taken into account.
  - a. In the Dance competition, in the interests of modesty, all dancers (male and female) are strongly encouraged to wear dance tights during their performances. We want our eisteddfod to continue to be a family orientated event.
81. In the Dance competition – the costume for all dance improvisations must be:
  - a. plain, single coloured, unadorned leotard, with plain, contrasting, single coloured tights (or a body suit).
  - b. A narrow belt of plain contrasting colour will be acceptable, as well as a small adornment in the hair.
  - c. No stripes, patterns or sequins will be permitted.

### What is provided

82. Footstool, cushion, piano.
83. All backing music is played on the official audio machine.
  - a. There is currently a small fee for this that must be lodged with the entry.
84. Music stands can usually be provided if requested early.

### Backstage

85. Only entrants performing are allowed backstage (except in Dance for entrants in Demi-Character who need a hand with difficult props).
86. Entrants must have their names marked off with the stage manager, and for Dance, hand in the titles for their Demi-Character or National Characters before their section starts.
87. The following are not allowed in the dressing rooms:
  - a. brothers and sisters who are not performing;
  - b. mobile phones (unless turned off);
  - c. laptops or tablets (unless turned off).

### Who is Allowed on Stage with the Entrant

88. A teacher is not allowed on stage except in the capacity of an official, accompanist or conductor.

### Accompanists

89. Teachers are allowed to conduct groups or accompany solo entrants.
90. In instrumental sections, only solo instruments may be accompanied, because accompanists for ensembles alter the interactive dynamics between the performers on which they are adjudicated.

### Use of Props and Costumes

91. All props are to be provided by the entrant.
92. Props should be kept to a minimum.
93. Any props should be as safe as possible. For example:
  - a. Avoid potentially allergenic materials (e.g. straw, fresh flowers).
  - b. No sharp or dangerous objects.
  - c. They must be portable and able to be easily handled.
  - d. Not easily breakable.
94. The entrant must remove their props from the stage at the end of their performance.

### **Lighting**

95. There will be no specialist lighting. Lighting is limited to “on” and “blackout”.

### **Page Turning**

96. Someone is allowed to page-turn for you.

### **Prompting and Assistance During a Performance**

97. No prompting or assistance of any kind is allowed, except by the Adjudicator.

### **Conductors**

98. Conductors must not sing or speak when conducting choral speech, choral singing or instrumental groups.

99. In speech and drama events, teachers are not to prompt, direct or coach behind stage.

### **Re-starting a Performance**

100. Entrants aged 12 years and under will be allowed to re-start their performance if they have trouble at the beginning of their performance. It is up to the Adjudicator whether or not points will be deducted.

101. Entrants aged 12 years and over (unless a novice) who start performing an item but stop and leave the stage before they are finished will not be able to re-start. A re-start may be allowed if they do not leave the stage, but points will be deducted by the Adjudicator.

102. If the restart is caused by technical fault of equipment or a wrong CD, a restart for Adjudication will be allowed.

### **The Curtain**

103. Stage curtains will only be used for the Dance competition, and then only for the Group section.

### **Safety, Loss and Damage**

104. Each entrant at an Eisteddfod competitions or related function (eg workshop) takes part at their own risk. The eisteddfod does not accept responsibility for any accident or personal loss or injury, however caused.

105. The Society expects entrants to carry adequate personal insurance, as well as any insurance for their instruments and equipment.

106. Each entrant is responsible for their own possessions at the competition venue. Bags, costumes and other materials should not be left unattended.

107. The Society takes care but is not responsible for the loss or damage of any item (eg books, papers, props, costumes, instruments or personal possessions of entrants).

## **Adjudication**

### **The Adjudicator**

108. If, due to unforeseen circumstances, the Adjudicator is unable to perform their duties, the Committee will arrange a substitute. Notice to entrants might not be possible.

### **Approaching the Adjudicator During the Competition**

109. Only the Co-ordinator, Committee and authorised people may approach the Adjudicator during the competition.



110. Communication with the Adjudicator by anyone else on the day of competition is absolutely forbidden. All enquiries must be made in writing and handed to the Co-ordinator.

### **What Will Result in a Disqualification**

111. The following things might result in an entrant being disqualified:
- not answering their name when called for their turn to perform;
  - talking to the Adjudicator;
  - being under the influence of alcohol or drugs;
  - being prompted by anyone during their performance;
  - using offensive material.

### **Decisions**

112. The Adjudicator's decision is final.

### **Feedback Sheets**

113. A copy of the Adjudicator's report will be made available to the entrant free of charge at the end of each section.

### **What to Do if You Have a Protest or Complaint**

114. A protest or query about an adjudication, result or award can be made – but only by an entrant, their teacher or parent.
115. If you want to question or protest, you must do so within 1 hour of the Adjudicator announcing the decision for that section. You must:
- first tell the Co-ordinator that you are going to lodge a protest / query; then
  - within the hour, give the Co-ordinator the protest in writing, along with a \$20 deposit (will be refunded later if the Co-ordinator decides the protest is not frivolous).
116. The Committee is the sole judge of disputes and its decision is final.

## **Awards**

### **Whether to Give an Award**

117. A "First Place" will be awarded for a section if the Adjudicator thinks the performance is of a sufficiently high standard.
118. Other places might be awarded, depending on the number of entrants in the section.
- A "Second Place" may be awarded if there are 5 or more entries.
  - A "Third Place" may be awarded if there are 9 or more entries.
  - A "Fourth Place" may be awarded if there are 15 or more entries.
119. The Adjudicator may award a "Highly Commended".
- In exceptional circumstances, the Adjudicator may make a joint award. Where there are ties, the awards will be equally divided the entrants.
120. The Adjudicator has the power to withhold or divide prizes according to merit. If this happens, they will announce this decision when making the adjudication and then note it on the adjudication sheet.
121. The sections for competitors preparing for the Higher School Certificate will only be adjudicated on.
122. The Committee is able to change the awards at any stage.

### **Championship Prizes and Scholarships**

123. There are specific qualifications and conditions for these award categories. These awards are listed in a separate document.

124. Scholarships are awarded at the discretion of the Adjudicator.
125. In championships, first prize will not be awarded unless the score exceeds 75.

### **Collection of Awards**

126. Awards, adjudication reports and original material should be collected from the Registration Table before the entrant leaves. This is usually at the back of the room or in the foyer.
127. All materials not collected at the end of the competition can be collected from the Co-ordinator by arrangement.
128. All trophies and perpetual trophies must be collected and signed for at the Registration Table. When a winner is a group, the name of that group will be added to the signature.

### **Perpetual Trophies**

129. Perpetual trophies remain the property of and be housed by the Society. They will be displayed at Grafton eisteddfod events and at other public places as appropriate.
130. From 2019, all winners of Perpetual Trophies will have their name and the year added to the trophy but it will remain with the Society. All winners will be provided with a smaller trophy which they can keep.

## **Coming to Watch**

### **Who Can Come to Watch**

131. The competitions are open to the general public and all are welcome.
132. A high standard of decorum is expected from all entrants and spectators.
  - a. Unseemly or unpleasant behaviour which is contrary to the spirit of the event will result in the offender being asked to leave.
  - b. Offending entrants will be disqualified.
133. Mobile phones must be turned off during the competition.

### **Admission Fees**

134. All people coming to watch a competition will be charged an admission fee (including the parents of entrants).
135. No admission fee applies to entrants, their accompanist, conductor or for teachers supervising school groups.
136. For most sessions there is no specific seating plan. When choirs (including speech choirs) and school groups are performing, some seating areas will be reserved for them.
137. The audience is not allowed to enter the hall during an item.

### **Smoking**

138. There is no smoking inside any competition venue.
139. Where the competition is held in a school, there is also no smoking in the school grounds (in keeping with NSW government regulation).

### **Refreshments**

140. Light refreshments will be available for sale at the canteen during each competition.

## **Photographing and Recording Performances**

141. The use of tape recorders, video cameras, cameras or mobile phone cameras by members of the audience in the auditorium during the eisteddfod is **illegal and strictly prohibited**.

142. The Society has the right to record, film, broadcast, telecast, videotape or photograph any entrant, item or event in the eisteddfod without notification.
143. By submitting an entry, the entrant automatically grants permission for the Society to use their image for publicity or promotional purposes.
144. The use of an entrants image in promotional material doesn't mean the Society endorses them, and no money or compensation can be claimed by the entrant.
145. The use of cameras / camera phones with flash is not allowed.

### **Dance Competition**

146. The Dance competition will be professionally recorded and photographed throughout the eisteddfod.
147. No other people are allowed to take videos or still photographs of these performances.

### **Schools Day, Drama, Music Competition**

148. Teachers **will be allowed** to take videos or still photographs **of their own students** at and during the eisteddfod on the following conditions.
  - a. **Before the eisteddfod**, the teacher/school:
    - (i) WILL let the parents know beforehand that they will be taking photos.
  - b. **During the eisteddfod**, each teacher who wants to take photos/videos:
    - i. WILL sign in at the *Photographer Register* at the Registration Table on the day of the eisteddfod before taking photos.
    - ii. will NOT use flash photography during performances.
    - iii. will NOT get in the way of the Adjudicator or be a nuisance to other audience members
  - c. **After the eisteddfod** the teacher/school:
    - iv. WILL provide copies of the photos taken to the parents (if requested)
    - v. WILL be responsible for all the photos and video material they put in their school newsletter, on their school website or Facebook page, or in any other forum or social media.
    - vi. WILL email the Eisteddfod Society one (1) nice photo that the Society can use of their website or in publicity material (if they so choose).

## **Updates and Advice of Changes**

### **How to Stay Up-to-Date**

149. Information about any changes to these Rules, any changes to procedures, or updates on an upcoming eisteddfod event will be made by:
  - a. posting on our Facebook page (Grafton eisteddfod)
  - b. posting on our website (graftonesiteddfod.org.au) - which also shows all Facebook posts on the home page
  - c. issuing some direct emails to teachers and schools (if appropriate)
  - d. putting information in the event Program

### **Where to Find Key Documents**

150. Key documents will be put on the Society's website and can be downloaded from there. This includes: Schedules, Entry Forms, the *Rules and Conditions of Entry*, copyright forms, and competition results.

**Changes Due to Epidemics or Pandemics**

- 151. In the event of a significant health crisis – an epidemic or pandemic – the Society will develop a response plan. This plan will outline how the eisteddfod events will be run in order to help protect the health of everyone attending or working there during that time of health crisis
- 152. The Society will ensure that all the measures in their Plan follow the current directives from both the NSW State and Federal governments that are relevant to this sector.
  - a. As State and Federal government directives can change quickly and frequently during a public health crisis, it is highly likely that the Plan will also need to undergo rapid changes too.
- 153. These changes are most likely to include:
  - a. entry procedures on arrival at the venue
  - b. restrictions or limitations to audience numbers;
  - c. seating and physical distancing;
  - d. hygiene practices;
  - e. use of changing areas;
  - f. what to do while warming up or waiting to go on to perform.

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## COPYRIGHT

### Copyright – Music Competition – Instrumental (*Individuals, Ensembles or Bands*)

1. Performer's Copy – Sheet Music
  - a. If you are using sheet music you need to fill out Form 1 to say you are either using an original or licensed copy.
  - b. You only need to do this ONCE for the whole eisteddfod - BUT it must list the name of ALL of the pieces you are performing. If there is more than one, you can list them on the back of form or attach a list done on a separate page.
  - c. If you are not using any sheet music you DO NOT need this form.
  - d. If you own the original sheet music, you can make a copy to avoid difficult page turns, as long as you use the copy with the original (i.e. sticky-tape the copied page or pages onto the original sheet or book).
  - e. If you use a photocopy for your performance it must be either:
    - . a 'public domain work' (ie. the composer, lyricist and arranger all died before 1955 and the edition is more than 25 years old); or
    - i. it must be a licensed photocopy accompanied by written confirmation from the copyright owner.
2. Adjudicator's Copy – Sheet Music
  - a. Fill out Form 2 and attach it to the photocopy of your sheet music that the Adjudicator will use to follow along as you perform.
  - b. The eisteddfod will keep the Adjudicator's photocopy and Form 2, and destroy them at the end of the competition.
3. Accompanist's Copy – Sheet Music
  - a. If you are using an accompanist, and their sheet music is a photocopy, you must fill out Form 5 and staple it onto their copy of the sheet music. No form is needed if they are using an original copy.
  - b. The accompanist must give the photocopied music and Form 5 back to you after the competition and you must destroy it. Failure to do so means this copy becomes an "infringing photocopy" at the end of the eisteddfod.
4. Conductor's Copy – Sheet Music
  - a. They must use original/ licensed music at all time.

### Copyright – Music Competition - Singing (*Individual, Groups & Choirs*)

1. Lyrics and Arrangements
  - a. You are not allowed to make any changes to the lyrics or arrangement of a copyright piece of music without the copyright owner's permission.
  - b. If you need permission to make changes, email [print@apra.com.au](mailto:print@apra.com.au) with the song details, so they can help you get in touch with the correct copyright owner.
2. Backing Tracks - Originals
  - a. If you are using an original CD / MP3 / tape for your backing track there is no need to fill out any copyright forms.
3. Backing Tracks - Copies
  - a. Private teachers or students copying their own recordings must have a licence to do so (email [mehlic@apra.com.au](mailto:mehlic@apra.com.au)) and must put their AMCOS licence number on their CD.

- b. Primary Schools and High Schools can, in most circumstances, make recordings under their [APRA|AMCOS|ARIA Music Recordings and Access Licence](#). Check that this licence covers you, and if not, you must refer to point (a) of this section. If you have a licence you must put the following details on the recording:
- ✓ the [AMCOS|ARIA Licensed Copy Clause](#)  
*‘This recording has been made under license from AMCOS and ARIA for educational purposes only.’*
  - ✓ all the song title/composer/sound recording details.
4. Performer’s Copy – Sheet Music
- a. If you are using sheet music you need to fill out Form 1 to say you are either using an original or licenced copy.
  - b. You only need to do this ONCE for the whole eisteddfod - BUT it must list the name of ALL of the pieces you are performing. If there is more than one, you can list them on the back of form or attach a list done on a separate page.
  - c. If you are not using any sheet music you DO NOT need this form.
  - d. If you own the original sheet music, you can make a copy to avoid difficult page turns, as long as you use the copy with the original (i.e. sticky-tape the copied page or pages onto the original sheet or book).
  - e. If you use a photocopy for your performance it must be either:
    - ✓ a ‘public domain work’ (i.e. the composer, lyricist, and arranger all died before 1955 and the edition is more than 25 years old); or
    - ✓ it must be a licensed photocopy accompanied by written confirmation from the copyright owner.
5. Adjudicator’s Copy – Sheet Music
- a. Fill out Form 2 and attach it to the photocopy of your sheet music that the Adjudicator will use to follow along as you perform.
  - b. The eisteddfod will keep the Adjudicator’s photocopy and Form 2, and destroy them at the end of the competition.
6. Accompanist’s Copy - Sheet Music
- a. If you are using an accompanist, and their sheet music is a photocopy, you must fill out Form 5 and staple it on to their copy of the sheet music. No form is needed if they are using an original copy.
  - b. The accompanist must give the photocopied music and Form 5 back to you after the competition and you must destroy it.
7. Conductor’s Copy – Sheet Music
- a. They must use original/ licensed music at all time.

### **Copyright – Speech & Drama Competition**

1. There is no need to fill out any copyright forms.
2. You are allowed to perform a reasonable portion of a literary or dramatic work (e.g. reading from a poem, novel or play) and without getting permission. However, you must acknowledge the copyright owner of the work.

### **Copyright – Schools Day Competition**

1. Schools Day has sections involving music, dance and drama. Depending on which sections you enter, please see the copyright requirements from the other related eisteddfod competitions to ensure you meet your copyright obligations.

## Copyright – General

1. Responsibility for adherence to copyright law rests solely with the person making the copy or authorising the copying to take place. The Committee does not accept any responsibility for infringement of copyright by entrants.
2. Information about copyright and eisteddfods can be downloaded from the APRA website [www.apra-amcos.com.au](http://www.apra-amcos.com.au) . This includes:
  - a. the booklet *Practical Copyright Guide to Music in Eisteddfods*
  - b. information for teachers: (see: Frequently Asked Questions)You can phone APRA on (02) 9935 7900.
3. The Society holds an *Australian Performing Rights Association* (APRA) license for the live performance of copyright music.
4. The Society is a member of the *Association of the Eisteddfod Societies of Australia*, and so has permission for ONE Adjudicator's photocopy to be made for a performance.

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