



CENTRAL OKANAGAN  
PERFORMING ARTS FESTIVAL

## Central Okanagan Performing Arts Festival Rules & Regulations

The following pages provide an overview of the general rules & regulations for the Central Okanagan Performing Arts Festival, including important information about registration. Please note that some categories have rules & regulations that are unique to their discipline. Please also refer to the individual syllabus for each discipline, as they outline additional information, specific guidelines, and important category, class, and fee information.

### PARTICIPANTS

1. All participants are registered in **one category** of their selected discipline, which is determined by **age** OR **level**. As such, participants must:
  - a. enter into the age category that he/she is as of December 31<sup>st</sup>, **OR**
  - b. enter into the category specified by the Royal Conservatory of Music grade level as of December 31<sup>st</sup>.
2. Participants can enter **only once** in each class, but are encouraged to enter in **one or more** different classes at the event. **Note:** In many disciplines, two or more class entries are required to be performed by a participant to be considered eligible for awards, scholarships, and/or Provincials (Please check individual syllabus to confirm).
3. A participant must enter the festival as either **competitive**, OR **non-competitive**. This designation is identified in the on-line registration form. Participants, who choose to enter the festival as non-competitive will receive comments from the adjudicator for their performance, but will not receive a grade, or be eligible for awards and/or scholarships. This designation is mandatory for registration and cannot be changed after on-line registration is submitted.
4. The festival is open to **amateur performers only**. Amateur performers are children and adults who do not receive their primary income from Performing Arts.

## ENTRIES

5. Festival entries and fees **must be** received no later than **January 15<sup>th</sup>** (midnight) for all categories. Late entries may be accepted if scheduling permits, but will be subject to a \$25.00/entry late fee.
6. Participants in all disciplines are required to **submit their entries digitally** through the **on-line registration platform**, which will be posted on the Festival website at [www.copafestival.com](http://www.copafestival.com) when registration opens. **Correct spelling and information is required for accurate registration. Please include the following:**
  - Participant – Name, Age, Class/Level, Discipline
  - Parent/Guardian – Name, email, phone, address
  - Instructor – Teacher Name, Studio name, email, phone

\*\*All Festival communication will be sent through the email entered into the on-line registration form, so please ensure **a valid e-mail address** is provided.

\*\*It is particularly important that all information entered into registration is accurate. If information is not correct, the participants participation in the festival may be affected.
7. Fees for all entries are required to be **paid online through PAYPAL**. Registration is not confirmed until payment is received. An exception is made for **Choirs, Orchestras, and Concert Bands ONLY**, which may submit their payment via cheque, along with a copy of their on-line entry form, through regular mail. **Envelopes must be postmarked on, or before January 15<sup>th</sup>!**

**\*\*In order for a registration to be considered completed in the registration platform system, waivers must be completed, and payment must be made in full.**
8. The individual submitting the entry is responsible for entering the participant accurately, as well as placing them into the correct class(es). If an error is made during registration, the festival must be notified by email as soon as possible, to complete the change manually ([info@copafestival.com](mailto:info@copafestival.com)). However, **No changes will be accepted after the registration deadline**. PLEASE NOTE: **Incorrect entries will be permitted to perform, but will be deemed as non-competitive and will NOT qualify for awards or scholarships.** (Participants are encouraged to confirm their entries with their teachers prior to submitting their registration).
9. Receipt of entry will be sent immediately to the email address provided on the on-line registration form, which will confirm the entry information has been received by the festival.
10. After the entry deadline closes, discipline schedules will be assembled and information will be sent out via email as soon as completed, which will confirm the participant's class, location, date and time.
11. The Festival reserves the right to combine classes.

12. Special scheduling cannot be requested. Participants must be available during the days that are designated for their discipline, which he/she has registered to perform in, as per the Festival Calendar.
13. No Festival entry fees will be refunded after the festival entry deadline, unless proof is provided of extenuating circumstances, (such as serious illness, in which case a doctor's note is required). There will be a processing fee of \$25.00 per participant.

## **AT THE FESTIVAL**

14. Participants must arrive and be ready to perform **30 minutes before their class begins** (*unless otherwise directed*).
15. A warm-up room is provided for most disciplines, unless otherwise specified. For example, there is no warm-up space provided for participants of the Piano Festival. **Please refer to the individual syllabus of each discipline for more details.**
16. Instrumental and Voice participants must provide original or authorized music books and scores to the adjudicator at the beginning of their performance. If the adjudicator is not provided with this material, the participant will be permitted to perform, however their performance will be deemed as non-competitive, and they will be ineligible for awards and/or scholarships.
17. Instrumental and Voice participants must provide their own accompanists, and bring their own music stands if required.
18. Performances begin when the Adjudicator signals. Adjudicators may stop any performance at any time, and/or when the time limit has been reached.
19. The festival reserves the right to disqualify any participant who is not ready to perform when called upon by the adjudicator's secretary, unless an acceptable reason has been submitted prior to the class.
20. A change of selection cannot be made or announced on the stage at performance time. The performer must perform the selection identified in the official Festival Programme.
21. Participants who must withdraw from a class are requested to notify the festival in advance by email ([info@copafestival.com](mailto:info@copafestival.com))
22. Addressing the adjudicator during class is not acceptable. Failure to comply may result in disqualification of a participant. Necessary questions should be directed to the adjudicator's secretary, who will confer with the adjudicator.

23. Certificates and Adjudicator Sheets will be distributed to Instrumental and Voice participants along with the return of their music, immediately after the completion of the class and adjudication.

Dance adjudicator sheets will be sent to participants digitally.

24. Photography and videos are not permitted during performances, or adjudication. Parents or teachers who would like to take photos or videos, are permitted to do so outside of the theatre prior to, and/or after the participant performs. A designated event photographer/videographer is the **only person** permitted to take photos, or videos in the theatre during events.

**\*\*Festival Etiquette: Phones Off and Quiet during performances please.**

## **AWARDS**

25. To be eligible for awards and/or scholarships, participants must enter as **competitive** and are required to perform in at least **two different classes** in the same discipline in most events. (Dance, Choral, Chamber Orchestra, and Concert Band differ, **please refer to individual syllabi.**)

26. Scholarships and Awards will be presented at our Gala in May of each year.

27. Available Awards and Scholarships will be listed on the Festival website at: [www.copafestival.com](http://www.copafestival.com).

28. For those participants who are nominated for Provincials at PABC, festival fees are your full responsibility at this point in time; we hope to change this in the future.

## **LIABILITY WAIVER**

Acceptance of a participant's entry into the Central Okanagan Performing Arts Festival will release any responsibility of the Festivals' Directors, Staff and Volunteers from any claims, demands, damages, actions or causes of action arising out of or in consequence of any loss, injury or damage to any participant or any participant's personal property incurred while attending or participating in the Festival.