

ROYAL WOOTTON BASSETT ART FESTIVAL

rwbartsfestival@gmail.com

Reg. Charity No. 1135906



GENERAL FESTIVAL RULES

1. THE SAFEGUARDING POLICY is printed in this document and is on the Festival website. It is also circulated to entrants' website.
2. STATUS: The Festival is open to Entrants who must be bona-fide amateurs, except where otherwise stated. No person gaining their livelihood in part or all by professional performance may compete. An amateur is a person who does not make his or her living by performing in the discipline involved.
3. CLOSING DATES FOR ENTRIES are printed on the entry forms. **No late entries will be accepted.**
4. AGE LIMITS are set by each section of the Festival. These will be strictly observed. Please refer to the section rules.
5. ENTRIES must be made on the OFFICIAL ENTRY FORM, (forms may be photocopied), or maybe e-mailed as a typed list, clearly marked with Name of Sender, Address and Telephone Number, to reach the relevant ENTRY SECRETARY by the **CLOSING DATE**. ENTRY FEES must be sent with the entry, or in the case of e-mailed entries, within two days. Entries received by e-mail will only be processed once payment has been received. Cheques made payable to **Royal Wootton Bassett Arts Festival**. In case of hardship, please contact the Section Secretary in confidence.
6. REQUESTS for specific times or days will be taken into account where possible, but cannot be guaranteed, and refunds will not be issued for any reason after an entry has been made. If you find that you cannot come to the Festival, please notify the relevant Secretary as soon as possible.
7. CONFIRMATION LETTERS detailing Venue, Class, Day, Time and relevant instructions concerning the Festival will be issued to participants as soon as possible after the closing date for entries.
8. PRESENTATION: Participants are asked to think of their appearance as part of their performance and dress suitably i.e. casual but smart. Your performance begins when you leave your seat and ends when you return to your place.
9. **PHOTOGRAPHY, VIDEO AND AUDIO RECORDING USING ANY DEVICE IS FORBIDDEN:** The Festival is bound by Child Protection & Safeguarding laws and Copyright laws and cannot allow flash photography, tape or video recording during any performance or adjudication. The Press or an official photographer may be in attendance at the Festival. Their photographs may be published. If parents / guardians / carers do NOT want their child(ren) to be photographed, please inform a RWBAF Official at the time to ensure they are NOT included in photographs taken at the event.
10. MOBILE PHONES: These must be turned off during performance.
11. ADJUDICATORS: Alternative or additional Adjudicators may be appointed as necessary. COMMUNICATION WITH ADJUDICATORS IS STRICTLY PROHIBITED.
12. THE ADJUDICATORS DECISION IS FINAL: Marks awarded by the Adjudicator will be in accordance with the BIFF scheme. The Festival awards a trophy or RWBAF Medal to the person gaining the highest mark in the class, providing the mark is 84 or above.
13. TROPHIES: All Trophies remain the property of the Festival and must be returned **BY THE DUE DATES** before each Festival. Trophies must be signed for at the Steward's Table. A Trophy may be engraved by the winner at his/her own cost. Lost or damaged trophies must be replaced or repaired by the candidate.
14. TIME LIMITS MUST BE STRICTLY OBSERVED: Failure to comply may lead to penalisation in marks. If the time is excessive the performance may be stopped,
15. COMMITTEE'S RIGHTS: The Committee may combine classes where entries are small, divide classes where entries are large, and has the power to make other regulations or interpret or qualify any of these rules as occasion may arise.
16. ORDER OF PERFORMANCE: Entrants must perform in the order given unless involved elsewhere, in which case, the STEWARD must be notified, and they will be re-called at the end of the class.
17. SUBSTITUTION: No substitutions will be allowed after entry, except in group classes, choirs or ensembles.
18. COMPLAINTS: Please make any complaints to the Chair of the Festival in writing accompanied by a fee of £10.00 to cover administration costs, which will be returned if the complaint is upheld. The Festival will inform the complainant of their decision within one month. If this outcome is not acceptable, the complaint may be taken up with the British and International Federation of Festivals, whose decision will be final. The Wootton Bassett Arts Festival Secretary will be able to supply the address.
19. LOST PROPERTY: The Festival cannot accept any responsibility for property left at venues during the event.
20. SAFETY OF THE PUBLIC: It is necessary for parents, teachers, and those responsible for children or disabled or special needs persons, to be aware of any limitations. Anyone requiring specific assistance must make this known at the time of entry.