



OLDMUTUAL 38th NATIONAL CHOIR FESTIVAL

Definitions

In these rules the following terms/expressions shall bear the meanings assigned to them below:

- “NCF” or “National Choir Festival” shall mean the National Choir Festival including all events and activities related thereto.
- “Management Committee” shall mean a sub-committee of the board of directors of the NCF with a mandate to manage the day-to-day operations of the NCF.
- “Organisers” shall mean the company and/or consultants contracted to implement/run the project on behalf of the sponsors.
- “Sponsors” shall mean Old Mutual Life Assurance Company (South Africa) Limited and/or any other financial contributor to the NCF.

1. Eligibility

Only adult choirs are eligible to apply to participate in the National Choir Festival subject to the terms and conditions set out in these Rules. Choristers must be at least eighteen years old to participate in all NCF events of that particular year.

In the event of doubt that a chorister is below the required age, the onus is on the chorister/choir to prove otherwise. An identity document has to be provided to dispel the notion. Failure to provide proof otherwise, the chorister and/or choir will be disqualified.

2. Adjudication

- 2.1 The selection and appointment of adjudicators to the Adjudication Panel shall be at the sole discretion of the Management Committee.
- 2.2 Any decision of the adjudicators shall be final and binding and no discussion or correspondence will be entered into.
- 2.3 Choirs or choir members or officials who dispute, threaten or attempt to intimidate Sponsors, adjudicators, Organisers and/or members of the Management Committee in any way or who attempt to disrupt the NCF with any form of protest action could be banned by the Management Committee from some or all future competitions.
- 2.4 In the event of a tie in the african and western sections, resulting in a tie in the overall scores, the choirs' previous record will be used as a determinant i.e. a choir with a better average score will be declared the overall winner. In the event of a tie in the overall scores only, the choir with the highest African mark will be declared the overall winner.
- 2.5 Past adjudicators are subject to a “cooling-off” period of 2 years prior to participating in NCF activities.
- 2.6 Will be based on a rotational basis and will endeavour to be sequential as much as possible (see table on the next page).



Province 1	Adjudicator 1	Adjudicator 2	Adjudicator 3
Province 2	Adjudicator 2	Adjudicator 3	Adjudicator 4
Province 3	Adjudicator 3	Adjudicator 4	Adjudicator 5
Province 4	Adjudicator 4	Adjudicator 5	Adjudicator 6
Province 5	Adjudicator 5	Adjudicator 6	Adjudicator 1
Province 6	Adjudicator 6	Adjudicator 1	Adjudicator 2
Province 7	Adjudicator 1	Adjudicator 2	Adjudicator 3
Province 8	Adjudicator 2	Adjudicator 3	Adjudicator 4
Province 9	Adjudicator 3	Adjudicator 4	Adjudicator 5
Province 10	Adjudicator 4	Adjudicator 5	Adjudicator 6

3. Choir Composition

- 3.1 There will be two categories - Standard and Large.
- 3.2 The size of a choir participating in the Standard category should not be fewer than 30 nor exceed 48 choristers.
The size of a choir participating in the Large category should not be fewer than 49 nor exceed 60 choristers. Choirs who fail to meet these criteria will not be allowed to participate.
- 3.3 At no stage may the number of choristers on stage exceed 48 for the Standard category choirs or 60 for the large category choirs when choirs are singing prescribed songs.
- 3.4 Each chorister may sing in only one choir in which he/she is a registered member for that particular year. Choirs and choristers that breach this rule will be penalised. The penalty may be disqualification or banishment.

4. Competition Dates and Venues

- 4.1 The Management Committee will determine the dates and venues of all competitions, after considering the availability of suitable venues.
- 4.2 Qualifying choirs shall be notified of the confirmed dates and venues of the competition for their region. These details will appear in one or more of the following media: the electronic newsletter, local media, NCF website and NCF Facebook page.

5. Starting Times

- 5.1 All competitions, both Regional Championships and National Finals, shall commence at 09h00 or such other time as may be determined by the Management Committee.
- 5.2 Choirs are to report to the Organisers ONE (1) HOUR before starting time (i.e. 08h00).
- 5.3 Starting times must be strictly adhered to, any choir arriving late at the Regional Championships or National Finals may be disqualified. In determining the penalty for late choirs the Management Committee may decide to reduce and/or cancel the choir's participation fee.
- 5.4 The performance order of choirs at the Regional Championships shall be based on the reverse order of confirmation of participation in the Regional Championships, received from qualifying choirs: i.e. the first qualifying choir to submit its confirmation and registration fee will be last to perform. Choirs will be advised of the performance order prior to the Regional Championships. The performance order of choirs at the National Finals will be decided by a draw, which will be held during the Conductors' Briefing.

6. Registration

- 6.1 Choirs who wish to enter the Qualification Stage will be liable for a non-refundable registration fee of R150. A further R150 must be paid upon qualification for the Regional Championships before 30 June.
- 6.2 Choirs who automatically qualify for the Regional Championships and National Finals must pay a non-refundable registration fee of R300 by 30 June and provide the Organisers with proof of payment.
- 6.3 Choirs must deposit the registration fee directly into the bank account as directed by the Organisers:
Account name: Old Mutual Services
Bank: Nedbank
Account number: 1073 254 534
Branch code: 3750120
Reference number: 18-01645 and name of choir
- For reference purposes please use the name of the choir. The choir shall bear the risk of payment not reaching the Organisers by 30 June or not reaching the Organisers at all.
- 6.4 Confirmation of participation in Regional Championships, proof of payment of the required registration fee, the membership list of the choir and proof thereof, and any other information required by the NCF must reach the Organisers by 30 June.
- 6.5 No chorister may simultaneously be registered and sing with more than one choir per particular year. Non-compliance of this rule will result in Management Committee invoking punitive measures, which may include summary disqualification of the choir.
- 6.6 The acceptance or rejection of the registration of any choir shall be at the sole discretion of the Management Committee.
- 6.7 If a registered choir is unable to participate in the Regional Championships, the Organisers must be informed in writing a month prior to the event.
- 6.8 Choirs who qualify to participate in the Regional Championships and/or National Finals must submit a list of names, identity numbers, and next of kin contact name and identity number, known allergies of the choristers and conductor to the Organisers one month prior to each of these events.

7. Dress Code

- 7.1 Choristers are expected to perform and stay in their choir uniforms for the duration of the Regional Championships and National Finals.
- 7.2 As and when required, choristers will wear bracelets or other regalia specified by the Sponsors, when performing.
- 7.3 The choir conductor who will be properly attired in the choir's regalia. The attire worn during the choir performance will be required to be worn when collecting any prize and/or trophy. Failure of the conductor to do so may result in the forfeiture of part or the whole of the prize and/or trophy.
- 7.4 Choirs participating in Regional Championships and National Finals are not allowed to wear uniforms showing/incorporating the brand and or logo of their sponsor(s), associates(s) or any other related party.

8. Conductors

- 8.1 A conductor may only conduct one choir that she/he registered with per particular year.
- 8.2 If a choir qualifies for the National Finals, it must use at least 90% of the choristers and the registered conductor used in the Regional Championships. The remaining 10% should not be choristers that have sung in that particular year for another choir as per rule 3.4.
- 8.3 A conductor may be registered as a chorister in a choir that competes in a different category other than the one in which the choir that he/she conducts, participates in.

9. Prescribed Music

- 9.1 African pieces and Western pieces are prescribed for each category and, from these choirs are to choose one African and one Western piece.
- 9.2 The music selected for each particular year will be publicised through the newsletter, National Final's programme, media and/or National Choir Festival website.
- 9.3 The prescribed music will be provided in both Staff Notation and Tonic Solfa.
- 9.4 The prescribed music will be made available on the NCF website for downloading.

10. Qualification Stage

- 10.1 All choirs who wish to take part in the National Choir Festival (except those choirs that have obtained an exemption from the Qualification Stage in terms of rule 10.3) must comply with the entry requirements.
- 10.2 Choirs who wish to enter the Qualification Stage are required to pay a non-refundable registration fee of R150. A further R150 is required upon qualification for the Regional Championships.
- 10.3 All first, second and third placed choirs and those which obtained 60% in their respective categories in the previous year's Regional championship, do not need to take part in the Qualification Stage. The choirs that meet the above requirement enjoy an automatic entry status into the Regional Championships provided they comply with the registration process and set deadlines.
- 10.4 Choirs are required to record two pieces (one a cappella and one accompanied) for the Qualification Stage. One must be Western and the other African, which can be selected from the NCF's repertoire dating back five years from that particular year. If the music is not from the NCF repertoire, it should be newly and through-composed music.
- 10.5 The accompanied song should be a song that has been composed with accompaniment.
- 10.6 The unaccompanied song should not be a hymn or a song in verse form.
- 10.7 Both the accompanied and unaccompanied songs must be sung in their entirety.
- 10.8 Choirs requiring guidance and assistance with the Qualification Stage may contact the Organisers.
- 10.9 Choirs who intend to take part in the Qualification Stage should complete an application form attached.
- 10.10 All material pertaining to the Qualification Stage must be completed and submitted to the Organisers by the end of April in the year in which the competition takes place.
- 10.11 The selection of the choirs who qualify for the Regional Championships is at the sole discretion of the Adjudication Panel. The decision of the Adjudication Panel is final and no discussion or correspondence will be entered into.
- 10.12 Choirs who qualify and those that do not qualify for the Regional Championships will be advised accordingly by the Organisers.

11. The Regional Championships

- 11.1 The Regional Championships will be held in the following areas:
Free State (including Lesotho), Western Cape, North-West (including Botswana), Limpopo (including Zimbabwe), KwaZulu-Natal, Eastern Cape, Gauteng, Mpumalanga, Northern Cape (including Namibia) and Swaziland. Dates and venues will be announced. The Management Committee reserves the right to extend and/or reduce the number of participating areas.
- 11.2 Choirs who qualify for Regional Championships must compete at their local regional event, i.e. the region within which they reside, unless the Management Committee at its sole discretion determines otherwise.
- 11.3 The Management Committee may at its sole discretion change the demarcation or composition of the areas specified in 11.1.

- 11.4 Choirs who qualify for the Regional Championships must pay a non-refundable registration fee of R300.
- 11.5 Should the Management Committee, at its sole discretion, decide that there are not sufficient choirs for a Regional Championship to be held, the said Committee may allow the Regional Championship to take place with a lesser number of entrants, or cancel one of the categories or cancel the entire Regional Championship and may authorise qualifying choirs to compete in another region to be selected by the Committee.
- 11.6 In the event that any of the activities are cancelled for any reason, the Sponsors, the Management Committee and the Organisers shall not be liable for any costs, damages or losses incurred by any choir, choir members or officials.
- 11.7 In the event that 25 or more choirs qualify in a region, the Management Committee may decide at its sole discretion to extend the Regional Championships to cover two days or to engage two panels of adjudicators, provided that the Standard and Large categories are each completed in a single day. It will be compulsory for choirs to sing both prescribed pieces consecutively in a single appearance on stage or in alternation; whereby odd numbered choirs will present the African piece and even numbered choirs present the Western piece and/or vice versa.
- 11.8 Under no circumstances will a Regional Championship exceed two days in duration, nor will any one category exceed one day in duration.
- 11.9 In the event that 24 choirs qualify in a region, they are eligible to sing the selected prescribed pieces in two separate appearances on stage. However, should the starting times be compromised, the Management Committee may decide at its sole discretion to make it compulsory for choirs to sing both prescribed pieces consecutively in a single appearance, or in alternation; whereby odd numbered choirs will present the African piece and even numbered choirs present the Western piece and/or vice versa.
- 11.10 The Management Committee reserves the right to, at its sole discretion disqualify any choir or chorister from participating in the competition.
- 11.11 A participation fee will be paid to each choir that performs both prescribed pieces in their entirety at the Regional Championships and National Finals. The participation fees will be paid into the choir's specified bank account. Refer to rule 15.1.

12. Promotion and Relegation

- 12.1 Choirs will be monitored on a two-year basis.
- 12.2 Standard choirs who qualify for the National Finals two years in succession will be promoted to the Large category in the third year and participate at the Regional Championship.
- 12.3 Standard category choirs who win the Standard category at the National Finals for two years in succession will be promoted to the large category in the third year and gain automatic entry status to the National Finals for that particular year.
- 12.4 Large category choirs who attain low averages (below 60%) at the Regional Championships for two years in succession will be demoted to the Standard category in the third year.

13. National Finals

13.1 Participation

Overall standard category winners of the Regional Championships of that particular year, National standard and large category defending champions, ten (10) large category choirs and any guest choir or artist (identified and invited by the Management Committee) are allowed to participate in the National Finals.

13.2 Large Category

- a. The Large Category will consist of ten (10) choirs at the National Finals.
- b. The ten choirs will be determined by the overall marks that they attained at the Regional Championships of their respective provinces and/or area of participation.
- c. In the event that choir number ten (10) and eleven (11) are tied on overall marks rule number 2.4 will be invoked.

13.3 Date and Venue

The National Finals will be held on either the first or second weekend of December of that particular year. The venue will be publicised through the newsletter, website and local media.

13.4 Transport

The Organisers will pay the transport costs to the National Finals for all choirs competing in the National Finals. This includes 48 choristers and conductor for Standard category choirs and 60 choristers and conductor for large category choirs. The Management Committee's decision on the bus company service provider and type of bus shall be final. The Organisers shall not be responsible for payment for the transport of any additional choristers other than the numbers stipulated above. Such charges shall be for the account of individual choirs. A reserve bus driver will be used for all journeys longer than 600 km.

13.5 Accommodation

The accommodation costs for two nights (dinner, bed and breakfast only) of National Choir Festival finalists as stipulated in rule 13.1 will be borne by the NCF. The Management Committee's choice of accommodation shall be final.

13.6 Meals

A set dinner will be provided on the Friday and Saturday, and breakfast on the Saturday and Sunday morning of the weekend of the competition. Choristers should make their own lunch arrangements.

13.7 Notification of Non-attendance

If a choir qualifying to participate at the National Finals is unable to attend, the Management Committee must be informed at least one month prior to the Finals. Due notification will prevent unnecessary loss of funds, which will be recouped from the cancelling choir.

13.8 Format of the National Finals

Saturday – Standard category choirs perform their selected African prescribed music together with their African indigenous song/choice piece or any other determined performance and the large choirs perform their selected Western prescribed music.

Sunday – Standard category choirs perform their prescribed Western music and large category choirs perform their African prescribed music together with their African indigenous song/choice piece or any other determined performance.

The Management Committee at its sole discretion may decide to adjust the sequence of events and the order in which songs are performed.

13.9 Order of Performance

The performance order of choirs at the National Finals will be decided by a draw, which will be held during the Conductors' Briefing.

13.10 Reserve or Exchange Choristers

The same number of choristers as prescribed in rule 3.3 will perform both prescribed African and Western songs. Reserves or exchange choristers will be permitted to a maximum number of five when performing the indigenous song or choice piece.

13.11 Time Management

Choirs are required to follow the instructions of the Organisers at all times, be at the marshalling areas and to mount the stage in time. Choirs who are late may forfeit some or all of their prize money or participation fees.

14. Champ of Champs

- 14.1 The sponsors and the Management Committee reserve the right to present and/or cancel the Champ of Champs category every five years.
- 14.2 Winners of this category will not be allowed to compete in the National Choir Festival in the year following their victory.
- 14.3 The Management Committee reserves the right to invite the Champ of Champs as a guest choir.
- 14.4 For the Champ of Champs winners to defend their title at the next Champ of Champs, they must have competed in the National Choir Festival at least twice after their victory.
- 14.5 Choirs that have won the Large category once or more at the National Finals within the four years leading to the year in which the Champ of Champs category is staged, qualify to compete in this special category. This excludes the year in which this category is staged. Champ of Champs category prizes will be decided by the Management Committee.

15. Prizes

- 15.1 Winning choirs at the Regional Championships will receive the following prizes:

Regional Championships

Standard Category Overall Winners

1st	Trophy plus R8 000
2nd	Trophy plus R7 000
3rd	Trophy plus R6 000

Large Category Overall Winners

1st	Trophy plus R10 000
2nd	Trophy plus R9 000
3rd	Trophy plus R8 000

Consolation fees will be paid as per the following grading:

R1 200 for choirs that fall in the grading below:

Platinum	– 90%+
Gold	– 80% to 89%
Silver	– 75% to 79%
Bronze	– 70% to 74%

R1 000 for choirs that fall in the grading below:

65% to 69%

R600 for choirs that fall in the grading below:

60% to 64%

R300 for choirs that fall in the grading below:

50% to 59%

Nil for choirs that fall in the grading below:

0% to 49%

15.2 Winning choirs at the National Finals will receive the following prizes:

National Finals

- **Best Conductor (Large and Standard)** - R15 000
- **Best African and Western Standard** - R20 000
- **Best African Large** - R30 000
- **Best Western Large** - R25 000

Indigenous and choice piece prizes

Standard Category Indigenous African/Choice piece

1st R28 000 plus Trophy

Large Category Indigenous African/Choice piece

1st R50 000 plus Trophy

Standard Category Overall Winners

1st Trophy plus R74 000
2nd Trophy plus R64 000
3rd Trophy plus R54 000

Large Category Overall Winners

1st Trophy plus R100 000
2nd Trophy plus R90 000
3rd Trophy plus R80 000

15.3 Choir Grading:

Platinum – 90% +
Gold – 80% to 89%
Silver – 75% to 79%
Bronze – 70% to 74%

15.4 Trophies shall be awarded to choirs placed first, second and third overall in both the Standard and Large categories at both the Regional Championships and National Finals.

15.5 The sponsors and the Management Committee reserve the right to add to or reduce the list of prizes during the competition.

15.6 A choir's prize money will be paid into the choir's specified bank account. The onus is on the choir to provide correct banking details. Old Mutual National Choir Festival will not be held liable for prize monies deposited into wrong bank account.

15.7 **Champion of Champions Choirs**

The Management Committee shall, in conjunction with the Sponsors, determine the prizes for choirs participating in the Champ of Champs category.

16. Indigenous or Choice Section

16.1 It is mandatory for choirs who have qualified to compete at the National Finals to render an indigenous or a choice song or any other performance as set out by the project. These choirs must therefore submit the title, score and brief background of their selected songs not later than the date of Conductors briefing for the National Finals.

16.2 This section will be adjudicated and should be of a duration not exceeding five (5) minutes.

16.3 Songs chosen may not be changed as this disrupts recording on the day of the event.

17. Transport and Accommodation

17.1 Choirs shall be responsible for their own transport and accommodation costs at the Qualification Stage and at the Regional Championships.

18. Admission and Gate Takings

18.1 The admission fee will be determined by the Management Committee.

18.2 Admission to the hall where the Regional Championships or National Finals are held is strictly reserved. Choristers who wish to enter the hall as part of the audience must pay the admission fee and produce a valid ticket at the entrance. In order for Conductors to receive free entry, they must be wearing their means of identification that the Management Committee may require.

19. Music Accompaniment

19.1 Choirs who qualify for the Regional Championships must provide their own pianist. The Organisers will ensure the availability of a piano and/or a suitable substitute accompanying instrument at all Regional Championships and/or an orchestra at the National Finals.

19.2 The Management Committee will make an additional R300 available per choir to help meet the costs of hiring the pianist for the Regional Championships.

19.3 Qualifying choirs are responsible for arranging rehearsals with their own pianist.

19.4 A piano and/or a suitable substitute accompanying instrument are the only accompaniment permitted at the Regional Championships.

19.5 The Management Committee will fix the position of the piano and/or a suitable substitute accompanying instrument on the stage and it may not be moved at any time thereafter.

19.6 The accompaniment of drums, whistles, bells and any other suitable musical instrument with the Indigenous piece is allowed.

20. VIP/Guest Areas

20.1 No conductor or chorister competing at the Regional Championships and the National Finals is permitted in the VIP/Guest areas. Choirs in breach of this rule may be disqualified.

21. Communication

21.1 Choirs are required to provide the name and postal address of the person to whom all correspondence should be addressed.

- 21.2 All communications to the Management Committee or the Organisers should be addressed to:
- Postal Address:
National Choir Festival
PO Box 784531
Sandton
2146
- Telephone: 082 682 9164
Fax: 086 616 5964
Email: gbhembe@gmail.com
NCF website: www.dogreatthings.co.za
- 21.3 Choir officials may contact the Management Committee at the above contact details for any queries related to the Old Mutual National Choir Festival. Communication should not be directed to individual Management Committee members or the Sponsors.
- 21.4 All communication with the Management Committee should be directed through the choir Management.

22. General

- 22.1 Each chorister and choir as well as its manager, secretary and other officials participate in the NCF at their own risk and indemnify the Organisers, the Management Committee, the Sponsors and their employees against liability arising from participation in the NCF.
- 22.2 Illegal use of the NCF's and the Sponsors' trademarks will be regarded a criminal offence.
- 22.3 The person signing the application form on behalf of the choir warrants that these rules and in particular the indemnity were read to each chorister, choir manager, conductor, secretary and other officials, who agreed to be bound thereto.
- 22.4 Any transgression of or non-compliance with these rules may lead to disqualification and/or banishment. On entering the NCF competition, choirs undertake to observe these rules and that all administrative, disciplinary and adjudication decisions connected to the competitions will be dealt with in terms of these rules; and where the rules are silent the decision by the Management Committee shall apply.
- 22.5 The Management Committee reserves the right to amend the rules and regulations as and when they deem necessary.
- 22.6 A choir forfeits statuses accrued by not participating in the Qualification Stage, and/or Regional Championships and/or National Finals of the year that they have registered for, unless expressly indicated otherwise through official correspondence and/or adherence to a rule stipulation. The choir would then be required to meet all entry/qualification requirements.
- 22.7 A Choir and/or choristers may be penalized if chorister(s) and/ or the choir fail to maintain discipline or conducts themselves in a way that will harm the public image of the NCF, whether inside or outside of choir context.

23. Protest

- 23.1 A choir that participated in the competition may lodge a protest with the NCF against another/other choir(s) in respect of any Regional Championship and/or National Finals held under NCF auspices.
- 23.2 Where the protest relates to a chorister/s that is/are alleged to be a defaulter(s) the protesting choir will lodge the protest on the day of the event. If the protest is lodged before the choir takes the stage, the choir can withdraw the chorister/s and the protest is cancelled. If the protest arises after the choir has competed, the protest must be lodged within 48 hours after the competition. The protesting choir should provide all evidence to substantiate the protest.

- 23.3 A non-refundable protest deposit fee of R2 000 must be paid on submission of a protest. The dispute referral must contain the relevant names, addresses and contact numbers.
- 23.4 In the event that the protest is lodged successfully, the Management Committee will determine an appropriate action against the defaulting choir, which may include disqualification.
- 23.5 The Management Committee shall, in its sole discretion, decide on the manner and procedure for resolving protests and its decision shall be final and binding.

24. Television and Radio Rights

- 24.1 Television and radio rights for all competitions of the National Choir Festival will belong to the National Choir Festival, and no NCF material may be televised or filmed without the express written consent of the Management Committee.
- 24.2 It will be misconduct for a choir to enter into a contractual agreement with a broadcaster, whether television, radio or any other media or format, without written permission from the National Choir Festival.
- 24.3 All choirs must incorporate in any agreement with their officials and choristers an undertaking on the part of such officials and choristers to seek permission from the choir and the Management Committee before distributing any relevant material to the press, television and radio. It is the responsibility of the choir to ensure that any permission so granted is not used by the conductor or choristers in such a way as to bring the competition and/or its Sponsors into disrepute.