

62nd Hong Kong Schools Music Festival

1 March to 31 March 2010

Rules and Regulations

(For some classes, there are requirements and details given in the class description of the Syllabus. Such information is part of the Rules and Regulations which members / competitors must also take note of and observe.)

Members / Competitors should be responsible for the disqualifications caused by their invalid or incomplete entry or breach of rules and regulations. Information entered on the forms should meet the requirements of respective classes. The Association disclaims responsibility for checking the details filled on the forms. The Association has the right to disqualify competitors who are found to have breached the rules and regulations before or after the competition without further notice or refund of entry fees. Submission of an entry implies agreement by the members / competitors to be abided by these rules and regulations. All competitors should enter the Festival through the members of the Association. It is the members' responsibility to inform their students every detail about the competitions. The Association will not approach individual competitors.

1 ENTRY REQUIREMENTS

Competitors must be Hong Kong students who are aged 23 or under and study full-time in secondary schools, primary schools, kindergartens, special schools or post-secondary institutes in Hong Kong. Students in secondary schools, primary schools, kindergartens and special schools must enter the Festival through members. Students attending post-secondary institutes may either enter the Festival on their own or through members and they can enter Open Classes only. School Members can enter only their students and in a duo entry, one of the competitors must be the student of the School Member. (Please refer to 1.5 of the Rules and Regulations for further requirements of Scholarship Classes.)

- 1.1 **Group Entry:** It covers choir, Chinese instrumental group, orchestra, band and ensemble classes. This includes Classes 27 - 97, 236, 241 - 246, 301 - 303, 310 - 313, 321 - 324, 403- 405, 468 - 472, 572 - 577, 601 - 624, 631 - 644, 707 (open to School Members only; unless otherwise specified, a team must be made up of students of the same School Member), 820 and 861.
- 1.2 **Duo Entry:** It covers duet, violin sonata, cello sonata and art song classes. This includes Classes 25, 26, 156 - 158, 209, 218 - 220, 226, 235, 305, 325 - 328, 706, 801 and 891. Both competitors must meet the entry requirements.
- 1.3 **Solo Entry:** It covers solo classes. This includes Class 1 -23, 100 - 151, 206 - 208, 210 - 217, 222 - 225, 227 - 234, 306 - 308, 329 - 336, 400, 410 - 463, 500 - 559, 588, 625, 700 - 705, 802 - 811, 828, 838, 848, 860, 870, 871 and 890.
- 1.4 **Open Classes:** This includes Classes 801 - 891. People who are musicians by profession are not allowed to enter respective Open Classes. People who used to be Cantonese opera actors or Cantonese operatic song singers by profession are not allowed to enter any Cantonese operatic songs classes. (For Classes 820 and 861, the team must be made up of students of the same post-secondary institute / registered organisation.) Please refer to Annex 1 for the full list of eligible post-secondary institutes.

- 1.5 **Scholarship Classes:** This includes Classes 150, 151, 588, 828, 838 and 848.
- 1.5.1 Competitors of these classes must be full-time students and permanent residents of Hong Kong.
- 1.5.2 First-prize winners of any of these classes in the past Festivals cannot enter the same classes again.
- 1.5.3 Finals are set for Scholarship Classes except Class 588.

2 ENROLMENT

2.1 Entry Form

2.1.1 Members can download the formatted entry forms from the Association website with their membership number and password. The entry forms must be printed out with a full coverage of details on white blank A4 size (21mm x 297mm) paper. The Association reserved the right to reject any entry forms which are not in the officially approved format.

The three types of entry forms listed in the following can be downloaded from the Association website:

- (i) Group Entry Form (for classes stated in 1.1)
- (ii) Duo Entry Form (for classes stated in 1.2)
- (iii) Solo Entry Form (for classes stated in 1.3)

Members must submit the correct type(s) of entry forms.

2.1.2 Post-secondary students who wish to enter Open Classes can submit their request for “Entry Form for Post-secondary Students” through the Association website.

2.1.3 ONE entry form can only be used for ONE entry.

2.1.4 Competitors should use their names identical to that of their Hong Kong ID cards / birth certificates for all the entries.

2.2 Substitution or swapping of competitors, and change of names, class number or area code will not be permitted after the submission of the entry forms.

2.3 Competitors who enter more than one class should bear a risk of time clash. This may result in their own decision to give up one competition or the other(s).

2.4 Members / Competitors should enter classes according to the level of attainment, age, education level, grade, gender, competition requirements and class requirements stipulated in the current Syllabus.

2.5 In all classes where an age requirement is stipulated, the governing date shall be 1 January 2010. Examples:

Aged 23 or under	Born on or after 2 January 1986
Aged 18 or under	Born on or after 2 January 1991
Aged 15 or under	Born on or after 2 January 1994
Aged 13 or under	Born on or after 2 January 1996
Aged 11 or under	Born on or after 2 January 1998

2.6 Area Code

2.6.1 U denotes urban district (including Hong Kong Island, Kowloon and Tseung Kwan O).

2.6.2 E denotes the New Territories East district (including Sheung Shui, Fanling, Tai Po, Shatin and Sai Kung).

2.6.3 W denotes the New Territories West district (including Yuen Long, Tin Shui Wai, Tuen Mun, Tsuen Wan, Tsing Yi, Kwai Chung and Tung Chung).

2.6.4 N denotes classes which will not be divided into districts. These competitions may be held at any venues in U/E/W districts.

2.6.5 Competitors may choose to compete in any one district in U/E/W if it is a

U/E/W class.

2.7 The Association reserves the right to allocate any competitions to be held in any venues in any districts according to venue availability.

2.8 The Association reserves the right to group a class in any district which has four or less than four entries with the same class in another district. If the merge is impossible, the class will be cancelled and entry fee will be refunded.

2.9 Entry Form Submission Period

2.9.1 Entries submitted in person will be accepted from 9:00 am on **2 October 2009** to 4:00 pm on **16 October 2009**.

2.9.2 Entries sent by post must reach the Association office no later than **7 October 2009** as postmarked.

2.9.3 The Association reserves the right to reject any late entries. Nevertheless, late entries may be accepted. The member must submit such entries in person or by a delegated person on **19 October 2009**. A payment of a double entry fee will be charged. Late entries sent by post will not be accepted.

2.9.4 Please refer to “Important Dates to be Noted” given in Annex 2 or the Association website for the submission deadlines of other documents.

2.10 Entry Fees

2.10.1 Please refer to the current Syllabus for the entry fee of each class.

2.10.2 No entry fees will be refunded, regardless of any reasons (e.g. class suspension ordered by the Government of the HKSAR, having breached rules and regulations, not being able to attend competitions due to sickness / personal affairs / school functions, not being able to obtain the music scores required, etc). It is only in the case given in 2.8 will entry fees be refunded.

2.11 Entry Form Submission

2.11.1 The Association reserves the right to reject entries that are incomplete or submitted with inadequate documents required.

2.11.2 In Person

Members or their representatives must bring the original membership card, the completed Payment Record Form (PRF), ONE cheque / cashier order at the amount to the sum of the entry fees, all the entry forms and the certificates required for some classes, if any, to the Association.

2.11.3 By Post

Members must send in the original membership card, the completed Payment Record Form (PRF), ONE cheque / cashier order at the amount to the sum of the entry fees, all the entry forms and the certificates required for some classes, if any, together with a stamped and self-addressed envelope for the return of the membership card and payment receipt. The Association will accept no responsibility for any loss, delay or damage during postal delivery.

2.12 **Entry Form Receipt:** Each entry form submitted will be issued with an Entry Form Receipt. On presentation of the original membership card, members or their representative can collect the Entry Form Receipts from the Association office from 18 January 2010.

3 REGULATIONS

3.1 General Rules

- 3.1.1 Every effort is made to ensure the information in the Syllabus is correct. The Association reserves the right to make any amendments to the Syllabus. Amendments, if any, will be posted on the Association website. The most updated version posted on the Association website is final.
- 3.1.2 The Association reserves the right to allocate any competitions in any sessions on any date at any venue within the Festival period. Usually there will be three sessions in a day: am (morning), pm (afternoon) and evening sessions. Each session will normally last for three to four hours.
- 3.1.3 Upon the number of entries in each class and the length of time required for the piece, the Association will randomly allocate competitors of the same class into a number of groups. Each group will be adjudicated by individual adjudicators. The adjudication of each group does not correlate with each other.
- 3.1.4 The Association reserves the right to make changes, modifications and cancellations of any competitions as it may deem necessary or expedient.
- 3.1.5 Competitors / Members are reminded that they must refer to the online Festival Timetable and check the details of their classes on the Association website. If a request for changes is to be made, please refer to “Guidelines on the Application for Alteration in Respective Items” in Annex 3 for detailed procedures. All the “Alteration Forms” should be submitted together with supporting documents required and handling fee to the Association before the deadline specified. The Association will then release the “Festival Timetable (Revised Version)”. For the aforesaid dates, please refer to Annex 2 or the “Important Dates to be Noted” on the Association website.
- 3.1.6 The Association will decide on the time slots and dates that the classes are to be held. The competitors’ order and the grouping for each class will be assigned at random. Competitors who fail to show up according to the order on the timetable will be considered as “not in assigned order”. They will only receive comments from the adjudicator(s), and will be awarded no marks and no certificates.
- 3.1.7 The Association suggests competitors be ready and report to the competition assistant 15 minutes before the time specified in the Festival Timetable. Once the competition starts, the adjudicator / competition assistant has the right to refuse any audience (including competitors) from entering the venue. If a competitor is late, he / she may risk performing “not in assigned order” or miss important announcements.
- 3.1.8 When attending the competitions, competitors must bring with them the following documents (spot checks will be made):
 - (i) the Entry Form Receipt (as a proof of entry)
 - (ii) a photocopy of their birth certificate / Hong Kong ID card (as an identification of their name and age)
 - (iii) the student card / handbook (for verification of their education level)
 - (iv) Competitors’ List (for group classes) when attending the competitions, each team must provide a list of details with members’ names, date of birth and education level. A form can be downloaded from the Association website for this purpose.
- 3.1.9 Appropriate attire is required during competition.

- 3.1.10 The adjudicator(s) will stop a competitor if he / she performs an inappropriate Own Choice piece, does not prepare well or not perform up to the required standard.
- 3.1.11 If the length of performance is adequate to form a judgment, adjudicator(s) may cut short the pieces. For Cantonese operatic songs classes, adjudicator(s) may select one section from the music for the competitors.
- 3.1.12 Before the announcement of results, all the audience, including the competitors, teachers, and parents are not permitted to approach the adjudicator; disqualification and dismissal from the competition venue will be incurred on the person(s) who violate(s) this rule. Please direct all enquiries, if any, to the competition assistants at the venue.
- 3.1.13 No device for amplification (except for harmonica band Class 301, Class 302 and Cantonese operatic songs classes), electronic musical instruments, synthesizers or audio-visual equipments are allowed for use.
- 3.1.14 Other than piano classes, marimba solo classes and xylophone solo classes, competitors must bring along their own musical instruments for the competitions.
- 3.1.15 All western instrumental classes should adopt A=440. Cantonese operatic songs classes should adopt C#.
- 3.1.16 Except for original composition classes, no recorded performance, including accompaniment, is allowed.

3.2 **Number of Entries**

- 3.2.1 Choir (except Madrigal), Orchestra, Band and Chinese Instrumental Group Classes: A school can enter only one team to a class.
- 3.2.2 Choir, Orchestra, Band and Chinese Instrumental Group Classes categorised by section / grade: A performer of a team can perform for only one class in the same section / grade.

[*Example of 3.2.1 and 3.2.2:*

A school cannot enter two teams to a senior string orchestra class (Class 241) of the same Festival but it can enter one team to a senior string orchestra class and one team to an intermediate string orchestra class (Class 241 and Class 242). However, the members of one team must be different from the members of the other team.

Another example:

A school cannot enter one team to a senior class for secondary school choir in First Division and one team to the same senior class in Second Division of the same Festival but it can enter one team to a senior class for secondary school choir in First Division and one team to an intermediate class for secondary school choir in Second Division. However, the members of one team must be different from the members of the other team.]

- 3.2.3 Ensemble Classes and Madrigal Class: A school can enter more than one team to a class. However, the members of one team must be different from the members of other teams.
- 3.2.4 Kindergarten Music Activities Classes: One class sings in Chinese and the other one in English. A school can enter all two classes or any one of them. However, the members of one team must be different from the members of another team.

- 3.2.5 Solo classes and duo classes categorised by grade (advanced, senior, intermediate and junior / grades one to eight) or age group (age 19 or under, age 17 or under, age 16 or under): Competitors can enter only one grade/age group in the same section/category.
- 3.2.6 Vocal Solo Classes: Competitors can enter one class in the Singing in Foreign Language section and one class in the Singing in Chinese section, or only one class in only one language section. Competitors entering Classes 1 - 20 cannot enter Classes 804 - 811 and vice versa.
- 3.2.7 Children Vocal Solo Classes: Competitors can enter either Class 22 or Class 23.
- 3.2.8 Graded Piano Solo Classes: Competitors can enter only ONE class among Classes 100 - 130.
- 3.2.9 Chinese Instrumental Group Classes: If a school chooses to enter Class 572, it should not enter Class 573 or Class 574. If a school enters both Class 573 and Class 574, the members of one team must be different from the members of another team.
- 3.2.10 Original Composition Classes: Competitors can choose to enter either Class 870 or Class 871 and only one piece of composition shall be submitted.
- 3.2.11 Cantonese Operatic Songs Classes: Competitors can enter only ONE class among Classes 700 - 706, 890 and 891.
- 3.2.12 Competitors can perform only once in the same class.
- 3.3 Orchestra, Band and Chinese Instrumental Group Classes for Primary Schools (Classes 243, 246, 302, 311, 322, 472 and 575): If a school runs am and pm sections, competitors of the two sections can form one team. In such a case, which section of the school the team will represent should be specified on the entry form.
- 3.4 **Competition Materials**
 - 3.4.1 It is the responsibility of the competitors and their accompanists to ensure that the music scores used for competitions are original music scores. Competitors will be disqualified if they (including accompanists) use music scores at the competition but fail to present the competition assistant the original music scores at the competition.
 - 3.4.2 Members / Competitors who use downloaded versions of electronic music scores must present proof of purchase at the competitions to show that their music scores are not unauthorised printout or photocopies.
 - 3.4.3 If a class requires competitors to perform a set piece and an Own Choice piece, competitors must perform the set piece first. If it requires two set pieces, competitors must perform according to the order set in the Syllabus.
 - 3.4.4 Competitors performing a piece different from the set piece/Own Choice piece submitted will be awarded no marks.
 - 3.4.5 Competitors must perform according to the competition requirements given in the Syllabus.
 - 3.4.6 Set Pieces
 - 3.4.6.1 The set pieces are given in the Syllabus. The name and the publisher of the publication are also provided in the Syllabus. Members / Competitors should order the music scores from dealers, music shops or on the internet as early as possible as it may take some time to acquire the music scores. Members / Competitors are strongly advised to visit the Association library to check the versions they have on hand against the versions set for competitions to ensure the two are identical (Please visit the Association website

for details. Music scores cannot be loaned out).

3.4.6.2 Competitors (and their accompanists) should perform the set pieces according to the arrangements in the specified edition given in the Syllabus but that does not apply to the instructions on bowing, fingering, phrasing, position and pedalling. Competitors may use any standard edition if no particular edition is specified.

3.4.6.3 Unless otherwise specified, competitors should omit repeats and all first endings in a set piece. However, they should observe all da capo (D.C.), dal segno (D.S.) and other signs and the competition requirements of classes concerned.

3.4.6.4 If the piece should be performed with accompaniment, competitors have to find their own accompanist to perform together at the competition. As the accompaniment complements the vocal or instrumental part and plays an integral part of the performance, competitors should bear in mind that the accompanist's performance would affect the overall performance.

3.4.7 Own Choice Pieces

3.4.7.1 Members / Competitors are required to submit the Own Choice Form (OC Form) to the Association office in person or by a delegated person on or before the date specified. The Association will issue a confirmation slip upon receipt of each OC Form. If more than one OC Form are submitted for the same entry, only the first submitted piece will be accepted for performance at the competition.

3.4.7.2 Before the competition starts, competitors have to present the original music score of their Own Choice pieces to the competition assistant and submit one photocopy of the full score for the adjudicator(s)' reference, indicating omissions or new arrangements, if any. Competitors who enter school band, orchestra, Chinese instrumental group and scholarship classes should submit 3 photocopies of the full score for each piece. All photocopies submitted will be destroyed after the competition. If competitors submit original music scores, they should take the initiative to claim them from the competition assistant at the venue. The Association will not be held responsible for loss of music scores.

3.4.7.3 If competitors wish to alter any musical arrangements to a piece, they must either submit an authorization letter by the composer / publisher for record or present the original version of the piece to the competition assistant at the competition.

3.4.7.4 Competitors using an unpublished piece must submit an authorization letter by the composer / arranger / publisher to the competition assistant at the competition for record.

3.4.7.5 It is the responsibility of the members / competitors to ensure that they do not repeat their Own Choice piece of one class in another class. They should also ensure that their Own Choice piece is not a set piece of the same section/instrument in the current Festival.

3.4.7.6 Adjudicators will take into account the appropriateness of the Own Choice pieces when awarding marks to the performances. The adjudicators/Association reserves the right to reject any Own

Choice pieces which are considered to be inappropriate without explanation or notice.

3.4.7.7 Performances exceeding the specified time limit may be terminated and marks will be deducted.

3.5 Rules for Different Classes

3.5.1 Group Classes

Where a team has to perform two pieces, all members must be on the stage together at the time the performance begins. The total number of members must not exceed the specified limit on the number of members for the class concerned.

3.5.2 Choir Classes

Secondary school choir classes are divided into First Division and Second Division. The two divisions are in the same format but the set pieces and the limit on the duration of the Own Choice pieces are not the same.

If a school wins the first prize in a class in Second Division and intends to enter that class in the second year, it must enter the one in First Division. The restriction ceases to exist in the third year. [For example, a school wins the first prize in the Singing in Chinese – Mixed Voice – intermediate class in Second Division and intends to enter a Singing in Chinese – Mixed Voice – intermediate class in the next Music Festival, it must be the one in First Division.]

The teams should perform from memory during the competition.

The number of performers of each team is restricted to 30 - 60. For SATB Classes 47, 48, 55, 56, 67, 75, 83, 88 and 96, the upper limit is 80. For Class 820, the number of performers is restricted to 25 - 80. The number of performers includes singers and instrumentalists but excludes the conductor, the piano accompanist and the page-turner. The instrumentalists must also meet the entry requirements of the class entered.

[For example, a choir performs two pieces and the upper limit of the number of performers of the class is 60. There are 60 singers and instrumentalists, and one piano accompanist who is a student when the choir performs the first piece. The piano accompanist swaps his / her role with one of the singers when the choir performs the second piece. The choir is therefore regarded as having a total of 61 performers which is violation of the rule.]

3.5.3 Vocal Solo / Duet Classes

All competitors must perform from memory during the competition. They must find their own piano accompanists. The singers cannot self-accompany their own performance. Soprano and Alto classes must not be entered by male singers.

3.5.4 Chinese Instrumental Classes

Other than double bass, cello and western percussion instruments, no western instruments, including piano, are permitted for use in Chinese instrumental classes. Solo class competitors (Classes 500 - 559) must perform without accompaniment.

3.5.5 Cantonese Operatic Songs Classes

Please refer to the Chinese version of the Rules and Regulations.

3.6 Finals

3.6.1 Final Classes

3.6.1.1 Scholarship Classes: Finals are set for Classes 150, 151, 828, 838 and 848. In each class, five competitors will be selected to go on to the final (at the preliminary rounds, the selected competitors will not be awarded any marks, they will be awarded comments only). However, if competitor(s) cannot perform up to a sufficiently high standard at the class concerned, the adjudicators can decide to select fewer than five competitors to go on to the final or even cancel the final.

3.6.1.2 Choral Classes

i) Secondary School Choir First Division Finals

- ◆ Mixed Voice Choir Section (Class 901F): Open to winners of Classes 47, 48, 55 and 56.
- ◆ Girls' Choir Section (Class 902F): Open to winners of Classes 41, 42, 50 and 51.
- ◆ Boys' Choir Section (Class 903F): Open to winners of Classes 44, 45, 53 and 54.
- ◆ Junior Choir Section (Class 904F): Open to winners of Classes 43, 46, 49, 52 and 57.
- ◆ The adjudicators will select the Most Outstanding Secondary School Choir in the First Division from the winners of the above four sections.

ii) Secondary School Choir Second Division Finals

- ◆ Mixed Voice Choir Section (Class 906F): Open to winners of Classes 67, 68, 75 and 76
- ◆ Girls' Choir Section (Class 907F): Open to winners of Classes 61, 62, 70 and 71.
- ◆ Boys' Choir Section (Class 908F): Open to winners of Classes 64, 65, 73 and 74.
- ◆ Junior Choir Section (Class 909F): Open to winners of Classes 63, 66, 69, 72 and 77.
- ◆ The adjudicators will select the Most Outstanding Secondary School Choir in the Second Division from the winners of the above four sections.

iii) Primary School Choir Finals (Urban)

- ◆ Singing in Foreign Language (Class 914F): Open to winners of Classes U27 - 30.
- ◆ Singing in Chinese (Class 915F): Open to winners of Classes U31 - 36.
- ◆ The adjudicators will select the Most Outstanding Primary School Choir of the Year in the urban area from the winners of the above two sections.

iv) Primary School Choir Finals (New Territories)

- ◆ Singing in Foreign Language (Class 917F): Open to winners of Classes E/W27 - 30.
- ◆ Singing in Chinese (Class 918F): Open to winners of Classes E/W34 - 36.

- ◆ The adjudicators will select the Most Outstanding Primary School Choir of the Year in the New Territories from the winners of the above two sections.

3.6.1.3 Vocal Solo Prizes

- ◆ Miss Barbara Fei Vocal Solo Prize (Female) (Class 920F): Open to winners of Classes 1, 2, 13 and 14.
- ◆ Miss Barbara Fei Vocal Solo Prize (Male) (Class 921F): Open to winners of Class 7 and Class 8.
- ◆ Miss Barbara Fei Vocal Solo Prize Open Class (Female) (Class 922F): Open to winners of Classes 804, 805, 808 and 809.
- ◆ Miss Barbara Fei Vocal Solo Prize Open Class (Male) (Class 923F): Open to winners of Class 806, 807, 810 and 811.

3.6.1.4 Cantonese Operatic Songs Classes: Finals are set for Classes 700, 701, 890 and 891. Please refer to the Chinese version of the Rules and Regulations for details.

- 3.6.2 Finalists will receive an “Invitation to Final” at the end of the preliminary. Finalists have to reply to the Association as to whether they will attend the final or not.
- 3.6.3 Competitors have to present the original music scores of the Own Choice pieces to the competition assistant before the start of the competition and submit three photocopies for the adjudicators’ reference (inapplicable to Cantonese Operatic Songs Classes). If the Own Choice piece of a choral class is not sung in English, competitors must provide English translation of the lyrics for the adjudicators. All photocopies will be destroyed after the Festival.
- 3.6.4 At the finals, the competitors will receive no mark sheets. The Association reserves the right not to award part or all of the prizes / scholarship of a final if finalist(s) cannot perform up to a sufficiently high standard at the final concerned.
- 3.6.5 Except Cantonese Operatic Songs Finals, Secondary School Choir Finals and Primary School Choir Finals (Urban), admission to finals is free of charge and on a first-come-first-served basis.

3.7 **Rules at Competition Venues**

- 3.7.1 All venues will not be open until 15 minutes before the start of each session.
- 3.7.2 Unless otherwise specified, no equipments, props, backdrops or electricity will be supplied. Please refer to Annex 5 for facilities available for use for specific classes at the venues.
- 3.7.3 Rearrangement of any setups and facilities is prohibited.
- 3.7.4 Anyone including competitors who causes undue disturbance in competition venues will be asked to leave the venue. If the person is a competitor, he / she may be disqualified.
- 3.7.5 The use of communication and electronic devices is prohibited. Audio or video recordings and photo-taking (including the verbal comments from adjudicators and the announcement of results) are prohibited during competitions. Anyone who violates this rule will be asked to leave the venue.
- 3.7.6 It is the individual attendees’ responsibility to take care of their personal properties. The Association will not be held responsible for any loss.
- 3.7.7 Except some finals, admission to Festival competitions is free of charge and on a first-come-first-served basis, but admission priority will always be

given to the competitors of that specific time slot. Certain competition venues require tickets which will be given out at the door 15 minutes before the start of each session.

3.7.8 Since the seating capacity in most venues is very limited and controlled under the Fire Prevention Ordinance, each competitor with a maximum of one accompanying teacher / parent will be admitted to the sessions / time slots they are required to perform. In accordance with the limitations / requirements of the venue and request of adjudicators, the competition assistants are authorized to take charge of the seating and admission arrangements in the venues. They may refuse competitors of other time slots from entering the venue. No audience and parents will be admitted to the choral competitions to be held at Martha Boss Community Centre Hall.

3.7.9 Non-competitors under the age of six will not be admitted to all venues.

3.7.10 The Association does not offer parking spaces at any venues.

3.8 **Prize-winners' Concerts**

Some prize-winners who are recommended by adjudicators may be invited to perform at a prize-winners' concert in any venue according to the schedule and programming as arranged by the Association. Winners who fail to comply will result in any of their awards being withheld and no certificates issued.

4 **JUDGING CRITERIA**

Adjudication will be based on the overall performance of the competitors, including:

- ◆ Technique – tone quality, intonation, accuracy in rhythm, pedalling, etc
- ◆ Interpretation – stylistic understanding, presentation with imagination, etc
- ◆ Musicality of the competitors
- ◆ Audience Awareness – effective communication with the audience

The decision of the adjudicators on all artistic matters shall be final.

5 **AWARDS and MARKS**

5.1 Competitors will receive mark sheets at the end of the competition in which they have performed. Competitors will bear the risk of losing the mark sheets if they fail to collect them at the venue. Otherwise, members should bring their original membership cards to collect the mark sheets for their competitors after 15 April 2010. All unclaimed mark sheets will be destroyed before the commencement of the subsequent Music Festival.

5.2 Except Chinese instrumental classes, Cantonese operatic songs classes and other singing in Chinese classes, the certificates are in English. Certificates of three levels will be awarded to competitors for their achievements:

<i>Certificates</i>	<i>Marks/Grade obtained</i>
Honours	90 or over or Grade A
Merit	80 - 89 or Grade B
Proficiency	75 - 79 or Grade C

5.3 Placing will be awarded to individual groups, if any, within a class. However, in some cases when the best performance in the group is not up to the standard to obtain 80 marks, then no placing, trophy or prize will be awarded.

5.4 Only members should collect the certificates. They are responsible for distributing the certificates to their students. Certificates can be collected between May and July of the year of the Festival. Competitors from post-secondary institutes entering the Festival on their own should bring their original mark sheets to the Association office for the certificates in July of the year of the Festival. The

exact dates / schedules will be released on the Association website. Late collection after the aforesaid period or request for re-issuance of certificates, if accepted, will be subject to a handling fee.

- 5.5 Other trophies / awards / prizes should be collected within the specified period stated in the Prize Collection Notification. Late collection, if permitted, will be subject to a handling fee.
- 5.6 Some of the trophies awarded to winners are the property of the Association. Members / winners can keep the trophies for one year and must return them in good condition to the Association before the commencement of the subsequent Festival. After the members / winners have collected the trophies / prizes, they will be responsible for any damage or loss incurred while the trophies / prizes are in their custody or in transportation. If the trophies / prizes are to be kept by winners permanently, the Association will not be responsible for the damage, loss or replacement of the trophies / prizes once they are collected by members / competitors.

6 OTHER KEY ISSUES TO NOTE

- 6.1 The decision of the adjudicators on all artistic related matters shall be final; the decision of the Executive Committee upon all matters / interpretation of the Rules and Regulations, and all matters arising from administrative issues and competitions shall be final.
- 6.2 People with a communicable disease should not attend any Music Festival competitions or activities. Competitors with such communicable disease are not permitted to attend the competition scheduled for them unless they can present a letter by a medical doctor or their school to certify that they can no longer spread the disease.
- 6.3 In the case of class suspension ordered by the Government of the HKSAR, no make-up sessions for respective classes cancelled will be held and entry fees will not be refunded. Please refer to “Arrangements for Competitions during Adverse Weather and Epidemic Disease Outbreak” in Annex 4 and also to the Association website for updated information.
- 6.4 Any additional requests, if accepted, will be subject to a handling fee.

7 COMMENTS AND ENQUIRIES

- 7.1 Suggestions, enquiries and complaints should be made in writing and submitted by the member of the Association (the membership number should be included) that entered the competitor(s) to the Complaints and Suggestions Handling Committee within 10 working days after the end of the Festival. Such written submissions will be handled by the Committee after the Festival. The members will be notified of the result in writing.

If the member is a School Member, the submission should: i) bear the signature of the school principal or the responsible teacher of the school; ii) bear the school seal; and iii) include the correspondence address of the school.

If the member is an Associate Member, the submission should: i) bear the signature of the member; and ii) include the correspondence address of the member.

No reply will be given to written submissions that fail to meet the foresaid requirements. No telephone replies will be made.

- 7.2 Since the telephone lines of the Association will be very busy from the pre-festival to post-festival period, members / competitors are advised to browse the Association website for the information or details of the Festival they require. Should there still be any further enquiries, please contact the Association via http://www.hksmsa.org.hk/e_contact.php.

Only our members can enroll all activities held by the Association. All related services (such as submission of entry forms and collection of competition materials available at the Association office, etc) will only be provided to members / persons who can present a valid and original membership card.

For membership details, please browse the Association website.

Annex 1 附錄一

List of Universities and Post-secondary Institutes Eligible to Enter the Music Festival* 可參加音樂節之大學及專上學院名單*

*This version, released on 1 August 2009, is final

*此名單為 2009 年 8 月 1 日版本，以此為準

1. Caritas Bianchi College of Careers 明愛白英奇專業學校
2. Caritas Francis Hsu College 明愛徐誠斌學院
3. Chu Hai College of Higher Education 珠海學院
4. City University of Hong Kong 香港城市大學
5. City University of Hong Kong - Community College of City University 香港城市大學 - 專上學院
6. Hang Seng School of Commerce 恒生商學書院
7. HKU SPACE Po Leung Kuk Community College 香港大學專業進修學院保良局社區書院
8. Hong Kong Art School 香港藝術學院
9. Hong Kong Baptist University 香港浸會大學
10. Hong Kong Baptist University - College of International Education 香港浸會大學 - 國際學院
11. Hong Kong Baptist University - School of Continuing Education 香港浸會大學 - 持續教育學院
12. Hong Kong Central College 香港中伸書院
13. Hong Kong College of Technology 香港專業進修學校
14. Hong Kong Institute of Technology (formerly known as College of Info-Tech) 香港科技專上書院
15. Hong Kong Shue Yan University 香港樹仁大學
16. Lingnan University 嶺南大學
17. Lingnan University - Lingnan Institute of Further Education 嶺南大學 - 持續進修學院
18. Lingnan University - The Community College at Lingnan University 嶺南大學 - 社區學院
19. The Chinese University of Hong Kong 香港中文大學
20. The Chinese University of Hong Kong - School of Continuing and Professional Studies
香港中文大學 - 專業進修學院
21. The Chinese University of Hong Kong - Tung Wah Group of Hospitals Community College
香港中文大學 - 東華三院社區書院
22. The Hong Kong Academy for Performing Arts 香港演藝學院
23. The Hong Kong Institute of Education 香港教育學院
24. The Hong Kong Institute of Education - School of Continuing and Professional Education
香港教育學院 - 持續專業教育學院
25. The Hong Kong Polytechnic University 香港理工大學
26. The Hong Kong Polytechnic University - Hong Kong Community College
香港理工大學 - 香港專上學院
27. The Hong Kong Polytechnic University - School of Professional Education and Executive Development
香港理工大學 - 專業進修學院
28. The Hong Kong University of Science and Technology 香港科技大學
29. The Open University of Hong Kong 香港公開大學
30. The University of Hong Kong 香港大學
31. The University of Hong Kong - HKU SPACE Community College 香港大學附屬學院
32. Vocational Training Council - Hong Kong Institute of Vocational Education
職業訓練局 - 香港專業教育學院
33. Vocational Training Council - School of Business and Information Systems
職業訓練局 - 工商資訊學院
34. Yew Chung Community College 耀中社區書院

Sources 資料來源：

Education Bureau website and Information Portal for Accredited Self-financing Post-secondary Programmes (iPASS) of the Hong Kong SAR Government

香港特別行政區政府教育局網頁及經評審自資專上課程資料網(iPASS)

Annex 2 附錄二
Important Dates to be Noted 重要日期一覽表

62nd Hong Kong Schools Music Festival 第 62 屆香港學校音樂節	
Release of Online Festival Syllabus 網上公佈比賽目錄	20-8-2009
Festival Syllabus (Printed Version) Ready for Collection by Members 會員開始領取比賽目錄 (印刷版)	14-9-2009
Music Festival Entry Forms Ready (downloadable from the Association web site or to collect from the Association office) 音樂節報名表備妥 (於本會網站下載或本會辦事處索取)	14-9-2009
Entry Submission Starts 開始報名	2-10-2009
Entry Submission Deadline (by post) 截止報名(郵寄)	7-10-2009
Entry Submission Deadline (in person) 截止報名(親臨辦理)	16-10-2009 (4pm)
Late Entries Submission 逾期報名	19-10-2009
Own Choice Piece & Original Work Submission Deadline 截止遞交自選樂曲及作曲項目作品	16-12-2009
Entry Form Receipts Ready for Collection by Members 會員開始領取報名表回條	18-1-2010
Release of Online Festival Timetable 網上公佈比賽時間表	27-1 ~ 8-2-2010
Alteration Application 更改資料申請	27-1 ~ 8-2-2010 (4pm)
Release of Online Festival Timetable (Revised Version) 網上公佈比賽時間表(修訂版)	12-2-2010
Music Festival 音樂節	1-3 ~ 31-3-2010
Collection of Certificates by Members 會員領取音樂節獎狀	May 5 月 ~ July 7 月 2010

Annex 3

Guidelines on the Application for Alteration in Respective Items

The guidelines stated below are to inform members/competitors on how to apply for alteration, how to complete the alteration form, and what items can be altered. Members / Competitors should study the guidelines carefully before filling in details on the Alteration Form.

1. Restrictions on items to be altered

1.1 Late Submission / Change of Own Choice piece

- a) Own Choice piece not yet submitted before the deadline
- b) Change of Own Choice pieces

1.2 Change of Data on the Entry Form

Members / Competitors can apply for correction of data filled on the Entry Form (e.g. misspelling of the competitor's name; change of phone number or school name, etc). Request for alteration of competition district, class or competitor(s) will not be entertained.

1.3 Change of Class

A change of class can be accepted only in the case where:

- a) A male competitor has entered a female class or vice versa;
- b) A competitor has entered a class not of his/her age group or education-level.

1.4 Change of the Group in the same Class

1.4.1 A change of group in the same Class can be accepted only in the case where:

- a) Competition clashes with school examination;
- b) Competition clashes with school test, dictation, assessment or other event which affects the competitor's academic results; and
- c) Competition clashes with another competition.

1.4.2 A quota for the swap between groups is reserved and is on a first-come-first-served basis. However, the quota may vary due to the number of entries in a class and the conditions of the venues. Therefore, an application may not be successful.

1.4.3 Members / Competitors should check online at www.hksmsa.org.hk the number of groups scheduled in the same class, when and where the competitions are held, etc., and then list on the form their order of preferences to show which group they wish to be reallocated to.

1.5 Change of Competition Time of the Group Classes / Scholarship Classes

Only with the reason(s) listed in 1.4.1, no application of a Group Class or a Scholarship Class for an alteration of the preliminary competition time would be accepted. Before starting the application procedures for an alteration, individual school/competitor concerned should have obtained the written consent from another school/competitor to make a swap of competition time with them.

2. Application Procedure

2.1 Members / Competitors should submit one Alteration Form for each entry in which specific item(s) need(s) to be altered.

2.2 Submission of Alteration Forms will commence 27 January 2010 and end at 4:00 p.m. on 8 February 2010. Late submission of Alteration Forms will not be processed. (Such restriction does not apply to change of data on the entry form.) In the case where a Group Class team is invited to the final and it turns out that the final clashes with a Solo Class one of the team members entered, the team member should approach the Association for a change to another group of his / her Solo Class as soon as possible.

Subject to the groups still available by then, the application may not be successful.

- 2.3 Members / Competitors should submit the Alteration Form(s) in person or by a delegated person so that he/she will be informed immediately whether or not the application is accepted, and correspondingly be given a confirmation slip. Applications via phone call, email, fax or post, etc, will not be accepted.
- 2.4 Please bring along the original copies of the following documents for counter-check purpose. Applications will not be processed if documents are missing:
- a) Entry Form Receipt;
 - b) Proof of the competitor(s) identity:
Hong Kong ID Card (for wrong age group) or student handbook (for wrong education level), etc; A photocopy of these documents must also be attached.
 - c) Supporting documents for the following cases:
 - (i) Competition clashes with school examination – the examination time-table or school calendar with the school chop
 - (ii) Competition clashes with school test, dictation, assessment or other events which affect the competitor's academic results - a letter with the school heading, principal's signature and school chop
 - (iii) Competition in Solo/Duo Class clashes with a Group Class - a letter with the school heading, responsible teacher's signature and school chop
 - (iv) A letter of consent by two parties that agree to swap the competition time of their Group Classes or Scholarship Classes.

A template for (ii) and (iii) above has been uploaded to the Member's Area of the Association website for members' use.

2.5 Fees

- 2.5.1 Members/Competitors should pay a handling fee of \$60 for each application except in the case that the competitor takes part in two individual classes which are scheduled in the same time slot. For late submission / change of Own Choice piece, they should pay a surcharge equal to the amount of the entry fee of the class. For change of class, the surcharge is equal to the entry fee of the new class. Please also refer to the application form for details. Payment must be made in cash.
- 2.5.2 Cancellation of a confirmed alteration is not allowed. Nevertheless, members/competitors can apply for alteration once again and pay a handling fee of \$60 for each application.
- 2.5.3 Under no circumstances could fees be refunded.

Annex 4
Arrangements for Competitions during Adverse Weather and Epidemic Disease Outbreak

Class Suspension due to Tropical Cyclone / Rainstorm /Epidemic Disease Outbreak (Signal hoisted/announcement made before competition hours)	Classes Categorised by Education Level <i>e.g. primary school classes, secondary school classes</i>	Classes Categorised by Level of Attainment / Age <i>e.g. grade 3 piano solo classes, age 8 or under classes</i>
Tropical Cyclone Warning Signal No 8 / Black Rainstorm Warning Signal hoisted	Competitions to be cancelled if the signals are to be/ still hoisted: 1. at 6:30 a.m. - for all competitions of the day 2. at 11:00 a.m. - for all competitions scheduled for 11:00 a.m. and competitions on that day 3. at 3:00 p.m. - for all competitions scheduled for 3:00 p.m. and competitions on that day	Competitions to be cancelled if the signals are to be/ still hoisted: 1. at 6:30 a.m. - for all competitions of the day 2. at 11:00 a.m. - for all competitions scheduled for 11:00 a.m. and competitions on that day 3. at 3:00 p.m. - for all competitions scheduled for 3:00 p.m. and competitions on that day
Tropical Cyclone Warning Signal No 3 / Amber Rainstorm Warning Signal / Red Rainstorm Warning Signal hoisted	Competitions to be cancelled if the Government of the HKSAR announces class suspension. Please refer to the time line stated in the box above. (For example, when the Red Rainstorm Warning Signal is hoisted, the Government of the HKSAR will announce class suspension for kindergartens. Therefore, all the competitions for kindergarten classes will be terminated.)	Competitions to be held as scheduled; Note 1. Competitors should decide on whether or not they should attend the competitions and should hold responsibility of their own safety.
Class suspension order to all kindergartens, primary or secondary schools during the Epidemic Disease outbreak	Competitors from the type(s) of schools affected by the order are not permitted to attend any competitions Note 2.	Competitions to be held as scheduled; Note 2. The competitors not from the type(s) of schools affected by the order can attend the competitions; they will only receive comments and be awarded marks, but no placing will be awarded to them. Please visit the Association website for updated competition arrangements under such circumstances.

(B/F)

Class Suspension due to Tropical Cyclone / Rainstorm (Signal hoisted/announcement made during competition hours)	Classes Categorised by Education Level <i>e.g. primary school classes, secondary school classes</i>	Classes Categorised by Level of Attainment / Age <i>e.g. grade 3 piano solo classes, age 8 or under classes</i>
Rainstorm Warning Signal hoisted	Competitions to be continued; Competitors should decide on whether or not they should stay on for the competitions and should hold responsibility of their own safety.	Competitions to be continued; Competitors should decide on whether or not they should stay on for the competitions and should hold responsibility of their own safety.
Tropical Cyclone Warning Signal No 3 hoisted	Competitions of the affected classes to be terminated; Note 3 Competitors should leave the venues as soon as possible.	Competitions to be continued; Competitors should decide on whether or not they should stay on for the competitions and should hold responsibility of their own safety.
Tropical Cyclone Warning Signal No 8 or higher hoisted	Competitions to be terminated; Note 4 Competitors should leave the venues as soon as possible.	Competitions to be terminated; Note 4 Competitors should leave the venues as soon as possible.

Notes:

1. 'Grade Three Piano Solo' classes and classes for 'Age 8 and Under' are examples of classes categorised by competitors' level of attainment/age. Students of kindergartens and primary schools are likely competitors in these classes. Under these circumstances, the competitions are held as scheduled.
2. During the Festival time, in case of individual schools that suspend classes /are ordered to suspend classes, the Association will send out and upload circulars on to the Association website before competitions held to inform members of corresponding arrangements.
3. For example, if Tropical Cyclone Warning Signal No 3 is hoisted and the Government of the HKSAR announces class suspension order to kindergartens, competitions for kindergarten classes are to be terminated.
4. Competitors who have performed will receive comments and be awarded marks, but no placing will be awarded to them. The exact timing for a competition to be terminated will be announced by the venue assistant when the Association or the person-in-charge of the venue has notified him/ her.

No make-up sessions (such as re-scheduling of competitions, re-allocating competitors to other groups, etc) will be made for the cancelled competitions or for those competitors who decide not to perform in the competitions. The entry fees will not be refunded.

Annex 5 附錄五

Facilities Available for Use at Competition Venues

比賽場地可用設備一覽表

Classes of/for 項目	Facilities 設備
Cantonese Operatic Songs 粵曲	<ul style="list-style-type: none"> - amplifiers - 擴音器
Chinese Instrumental Ensemble 中樂小組合奏	<ul style="list-style-type: none"> - music stands & chairs - 譜架及椅子
Chinese Instrumental Solo 中國樂器獨奏	<ul style="list-style-type: none"> - music stand & chair - 譜架及椅子
Chinese Orchestra 中樂隊	<ul style="list-style-type: none"> - music stands & chairs - high stools - conductor's podium & music stand - timpani - 譜架及椅子 - 高凳 - 指揮台及指揮譜架 - 定音鼓
Choir 合唱隊	<ul style="list-style-type: none"> - 4 to 5 blocks of three-tier choir risers (four-tier for 80-member teams) - conductor's music stand - grand piano - 4 至 5 座合唱隊三層級台 (80 人則為四層) - 指揮用譜架 - 三角琴
Harmonica Band 口琴隊	<ul style="list-style-type: none"> - music stands & chairs - upright/grand piano - electricity supply for bass harmonica - 譜架及椅子 - 直立式/三角鋼琴 - 供低音口琴擴音器用之電源
Kindergarten Music Activities 幼稚園音樂唱遊	<ul style="list-style-type: none"> - 4 to 5 blocks of three-tier choir risers - upright/grand piano - 4 至 5 座合唱隊三層級台 - 直立式/三角鋼琴
Marimba Solo 低音木琴獨奏	<ul style="list-style-type: none"> - rosewood marimba($4\frac{1}{3}$ octave: A2-C7) - 紅木低音木琴($4\frac{1}{3}$ 個八度: A2-C7)

Melodica Band 美樂笛隊	<ul style="list-style-type: none"> - music stands & chairs - upright/grand piano - 譜架及椅子 - 直立式/三角鋼琴
Original Composition 作曲	<ul style="list-style-type: none"> - mini MD system - 小型 MD 組合
Percussion Band 敲擊樂隊	<ul style="list-style-type: none"> - 4 to 5 blocks of three-tier choir risers - a few chairs and music stand - upright/grand piano - 4 至 5 座合唱隊三層級台 - 少量椅子及譜架 - 直立式/三角鋼琴
Piano Solo / Duet 鋼琴獨奏/二重奏	<ul style="list-style-type: none"> - grand piano - 三角琴
Piano Concerto 鋼琴協奏曲	<ul style="list-style-type: none"> - 2 grand pianos - 兩台三角琴
Recorder Band 木笛隊	<ul style="list-style-type: none"> - music stands & chairs - upright/grand piano - 譜架及椅子 - 直立式/三角鋼琴
Sacred Music 聖樂	<ul style="list-style-type: none"> - 4 to 5 blocks of three-tier choir riser (four-tier for 80-member teams) - conductor's music stand - grand piano - 4 至 5 座合唱隊三層級台 (80 人則為四層) - 指揮用譜架 - 三角琴
School Band 銀樂隊	<ul style="list-style-type: none"> - music stands & chairs - high stools - conductor's podium & music stand - grand piano & timpani - 譜架及椅子 - 高凳 - 指揮台及指揮譜架 - 三角琴及定音鼓
Special Schools 特殊學校	<ul style="list-style-type: none"> - 4 to 5 blocks of three-tier choir risers - upright/grand piano - 合唱隊三層級台 4 至 5 座 - 直立式/三角鋼琴

Vocal Solo / Duet 聲樂獨唱/二重唱	- upright/grand piano - 直立式/三角鋼琴
Western Instrumental Concerto / Sonata 西洋樂器協奏曲/奏鳴曲	- music stand & chair - upright/grand piano - 譜架及椅子 - 直立式/三角鋼琴
Western Instrumental Ensemble 西樂小組	- music stands & chairs - upright/grand piano - 譜架及椅子 - 直立式/三角鋼琴
Western Instrumental Solo / Duet 西洋樂器獨奏/二重唱	- music stand & chair - upright/grand piano - 譜架及椅子 - 直立式/三角鋼琴
String Orchestra / School Orchestra 弦樂隊/管弦樂隊	- music stands & chairs - high stools - conductor's podium & music stand - grand piano & timpani - 譜架及椅子 - 高凳 - 指揮台及指揮譜架 - 三角琴及定音鼓
Xylophone Solo 木琴獨奏	- rosewood xylophone (4 octave: C4-C8) - 紅木木琴(4 個八度: C4-C8)

Competitors and accompanists **MUST** bring their own musical instruments unless the musical instrument(s) are available for use at the competition venue.

所需樂器若比賽場地沒有提供，參賽者及伴奏者必須自備。