

## District II Festival Policies

Each teacher is expected to judge one day for every 12 pre-registered entries. After determining your total number of entries in all festivals, look at the chart below to find the number of days you will be required to judge/work.

If your total number of students is

1-12 you will judge/work: 1 day

13-24 2 days

25-36 3 days

37-48 4 days

49-60 5 days

Of course, each judge will judge more than 12 in a full day. The number was determined so that there will be enough people to fill all the positions in the festivals: chairpersons, co-chairpersons, auditors, and judges. Each teacher's name will be charted in September after pre-registration Festival Routing Forms are received assuring us that we have enough judges/workers for each location.

Teachers are required to judge/work based on the number of entrants originally submitted on the Festival Routing Form, not the actual number of students who play at the festivals.

Teachers will be scheduled as judges, room monitors or table workers and then students will be routed according to the number of teachers assigned to each festival. Due to the large number of students in District II we ask you to route your students on the Festival Routing Form. Please do not ask for changes later unless absolutely necessary.

Each festival will be assigned one additional judge/worker who will be at the festival at 8:15. If no emergency arises, she/he will work at the auditing table.

The second half of a festival day will equal the first half, shortening the number of rooms required and freeing up judges to work at other locations or to do other jobs.

Each chairman receives one full day of judging/working credit in addition to the day of his/her festival. Co-chairmen do not receive an additional day of credit, but may count their festival day as one day of work.

What will be done if a teacher does not call/show on a festival day where they were expected to judge/ work? It has been decided that: This teacher's students will not be allowed to play in any festival and/or this teacher's students' scores or Gold Cup points will not be posted UNTIL that teacher has worked/judged one full day or paid a penalty fee of \$150. (The teacher seeking a replacement writes a check directly to the replacement judge; Jr. Counselor does not write the check).

If possible, try to find in advance a teacher who is willing to trade dates.

## **EMERGENCY SITUATION**

If this is not possible, or it is an emergency situation, (sickness, death in the family, car trouble, etc.), here is the procedure:

- 1) The Judging Chair will have an emergency teacher list which is established each September. This list consists of teachers who are available to work "at the drop of a hat" in your place.
- 2) It is the teacher's responsibility to then contact members on this emergency list supplied by the Routing Chair.
- 3) **NOTIFY THE AFMC DISTRICT II Judges Chair** when you find a substitute. Proper credit will be given.
- 4) The **TEACHER** is responsible for paying the replacement (*\$150 for a full day or \$75 for a half day*).
- 5) In this case, the person being paid will not be able to count this as a required day of work, but it will count for the person who is paying.

This list will be called only if the first options fail, and it may include teachers who are not federated. Please understand that the Festival Chair cannot be left in limbo the day of a festival. It is not their responsibility to find a replacement.

## **IF YOU WOULD LIKE TO HAVE YOUR NAME ON THIS EMERGENCY LIST, PLEASE EMAIL OR JUDGES' CHAIR TODAY.**

Festival supplies: Each Chairman is responsible for replenishing materials. Send receipts to Cheryl Walls.

Small honorariums are given to the festival chairmen based upon the current budget established by District II Jr. Counselor. It is essential that all chairs, co-chairs and special assistants operate within their budget.

To avoid Gold Cup errors, please make a copy of the completed Gold Cup form and keep the copy for your records. Double check the form before it is mailed to the Gold Cup Chairman. Checks are payable to AFMC District II. Use a separate form for each location you enter students.

Use the current NFMC bulletin only for all Festivals. Hymn Festival, choice Hymn must not appear in Bulletin.

Entry fees for all District II Jr. Festivals are listed on the website. For those teachers participating in the Gold Cup Plan, please check BMTA website for current fees.

This organization is a philanthropic one and everyone is needed to do his/her part to make the festivals available to our young people.