



**45th Annual Regional Competition
Video Contest
April 8 - 9, 2022**

COMPETITION HANDBOOK

Table of Contents

GREETINGS FROM THE CRC.....	2
CONVENTION TEAM DIRECTORY.....	3
JUDGING PANEL.....	4
DRAW FOR ORDER OF APPEARANCE (OAP).....	4
INTERNATIONAL CONTEST DIVISIONS.....	5
INTERNATIONAL CONTEST RULES.....	5
COMPETITOR VIDEO SUBMISSION PROCEDURES (INTERNATIONAL).....	6
1. General.....	6
2. Requirements for Recording.....	6
3. Official Recordings.....	7
CHORUS COMPETITION LIAISON (CCL) JOB DESCRIPTION.....	8
INTERNATIONAL ENTRY FORM DEADLINE.....	8
1. Chorus Entry Forms and Instructions:.....	9
2. Quartet Entry Forms and Instructions:.....	9
VIDEO SUBMISSION INSTRUCTIONS AND DEADLINES.....	9
FORMS TO BE UPLOADED WITH COMPETITOR VIDEO.....	9
AWARDS.....	10
1. International Awards.....	10
2. Regional Awards.....	11
DISTRIBUTION OF RESULTS.....	11

GREETINGS FROM THE CRC

To call the last 20 some months or so unusual is a bit of an understatement! We were so convinced that our new normal was in sight and the Convention Team was giddy with excitement at the possibility of finally putting on a world-class event in St. Catharines for you! Sadly, our COVID climate is still unstable and forever changing, and it is not yet the right time to plan an in-person gathering! We were thrilled with the 100% response rate from the chorus leadership to our pre-competition questionnaire. Your input was essential for our Regional Management Team to make the best possible decision for our region. So, a video only contest it is!

How exciting is the prospect of embarking on a new adventure? A contest entirely by video! Lights, camera, action!

Sweet Adelines International guidelines have been drafted and are presented to you in this Handbook. They make it clear that videos submitted for adjudication, be it in the International, Evaluation Only or Open Division, does not have to be done in a theatre or hall using fancy lighting and sound equipment. Our judges will attend Judging Education in January and February and will be using smartphone, tablet and GoPro videos to practice judge. So yes, it can be that easy! They are confident that our best is enough to wow regardless of the equipment used!

The Convention Team will work together behind the scenes but for obvious reasons members will not act in their normal capacity. Your key contacts for this Video Contest will be Cathy Stovold, Events Coordinator; Shelley Snoulten, Competition Coordinator, and myself. Our contact information is on the next page. Please do not hesitate to reach out to any one of us for clarification. We do plan to have a Zoom Briefing Session for CCLs, Team Coordinators/Presidents and Directors early in the new year so watch for details in a subsequent eBlast!

It's not ideal, it's not for everyone and certainly not what we had hoped for, but it is an opportunity to continue our journey and enjoy a new experience, conditions permitting. The dedication, commitment and resilience of our choruses, members and our amazing regional leadership has been inspiring and we look forward to celebrating you someday soon **in a video clip staring you!**

JD

JD Crowe
Chair, Regional Convention (CRC)

CONVENTION TEAM DIRECTORY

Team Member / Contact Information	Area of Responsibility
<p>Cathy Stovold, Regional Events Coordinator and Convention Registration and Housing Manager 24 Willow Bay Drive Midhurst, ON, L9X 0R2 (705) 791-4677 / cathystovold@rogers.com</p>	<p>RMT Representative on the Convention Team and acts as liaison between the two teams.</p> <p>No Registration and Housing related duties for contest 2022.</p>
<p>Jeanne d’Arc (JD) Crowe, Chair, Regional Convention & Webcast Manager 202 – 5 Frank Street, Ottawa ON K2P 0W8 (613) 857-0358 / jdcrowe8687@gmail.com</p>	<p>Coordinates communiqués to membership and oversees all activities related to the convention</p> <p>No webcast related duties for contest 2022.</p>
<p>Shelley Snoultan, Competition Coordinator 265 Miller Park Ave., Bradford, ON L3Z 2R4 (289) 879-6748 / shelleysnoultan@gmail.com</p>	<p>Responsible for receiving video submissions and forms and uploading them to HQ Dropbox by the required deadlines.</p>
<p>Colleen O’Dwyer, Finance Coordinator 6 James Park Square, Scarborough ON M1V 2E6 (416) 729-9433 / fc@saregion16.com</p>	<p>Maintains financial oversight and receives payments as applicable.</p>
<p>Wendy Porteous, Official Panel Liaison 1086 Lunar Glow Crescent, Manotick ON K4M 0J8 (613) 853-8343 / waporteous@rogers.com</p>	<p>No OPL related duties for contest 2022.</p>
<p>Kaeli Porteous, Assistant Panel Liaison 591 Meadowcreek Circle, Kanata ON K2M 3A6 (613) 219-8345 / kaelip15@gmail.com</p>	<p>No Assistant OPL duties for contest 2022.</p>
<p>Sue Heighway, Communications Manager 673 Berwick Crescent, Oshawa, ON L1J 3E6 (905) 409-8848 / sheighwayreg16@live.ca</p>	<p>Sends out all Convention Communication eBlasts.</p>
<p>Barb Jacobs, Transportation Manager 901 Birch Ave., Milton, ON L9T 3N3 (905) 693-9777 / btjacobs@sympatico.ca</p>	<p>No transportation related duties for contest 2022.</p>
<p>Liz Gibbs, Audio/Visual Manager 11, rue d’Aspen, Cantley, QC J8V 3B2 (819) 827-6302 / lizgibbs11@gmail.com</p>	<p>No Audio/Visual related duties for contest 2022.</p>
<p>Diane Seaward, Awards Manager 121 Glenashton, Oakville ON L6H 6V4 (905) 257-2521 / dgseaward83@gmail.com</p>	<p><u>Awards:</u></p> <ul style="list-style-type: none"> Coordinates all international and regional awards – including getting the hardware!!

JUDGING PANEL

Music

Ann Gooch

Sound*

Beth Smith

Expression

Lisa Hunszinger

Visual Communication

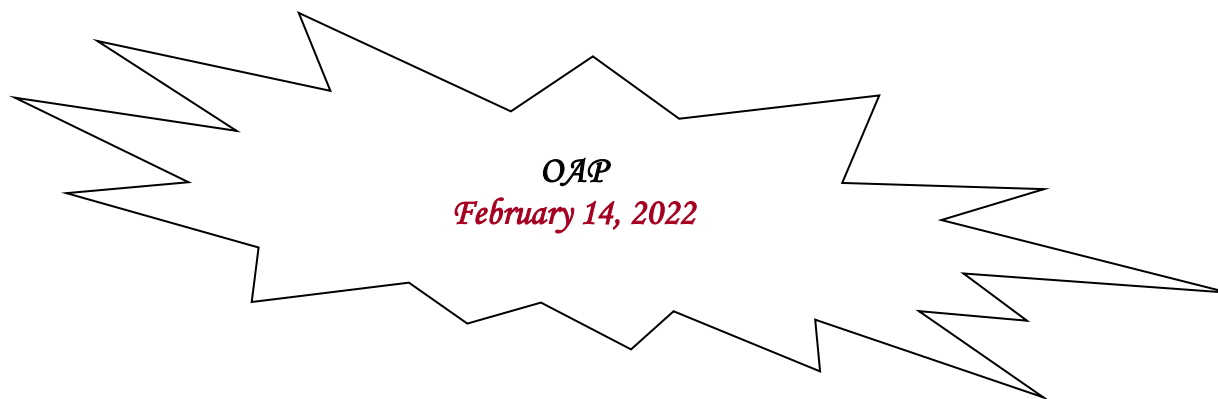
Barb Nielson

Panel Secretary

Marilyn Cox

** Indicates Panel Chair*

DRAW FOR ORDER OF APPEARANCE (OAP)



INTERNATIONAL CONTEST DIVISIONS

International Division:

- ✓ Competitors perform and submit two (2) contest songs.
- ✓ Receive a number score and comments.
- ✓ Is eligible for International awards (medals).
- ✓ Champion chorus competes at International in 2023.
- ✓ Champion quartet competes at International in 2022.

Evaluation Only:

- ✓ Competitors perform and submit two (2) contest songs.
- ✓ Receive a letter score and comments
- ✓ Is not eligible for an International awards (medals).

Open Division Competitors:

- ✓ Competitors perform and submit one (1) contest song, at least one (1) non-contest song, and emcee work.
- ✓ Receive a letter score and comments
- ✓ Is not eligible for an International award (medals).

INTERNATIONAL CONTEST RULES

- ✓ **Total singing time** of the two separate songs or medleys performed in any Sweet Adelines competition other than an entertainment package session shall be not less than three (3) and not more than seven (7) minutes.
- ✓ **Withdrawals:** Chorus directors or Presidents/Team Leaders and Quartets must withdraw in writing (email is okay) to international headquarters. A phone call is not sufficient.
- ✓ **Copyright Clearance:** All music must have cleared the copyright process. Failure to use cleared arrangements may result in disqualification. International Headquarters is responsible for administering the copyright policies and procedures.
- ✓ **Song Assessment Tool (SAT):** All songs for all divisions of competition must be cleared through the SAT. Please complete this step early to ensure your song choices are admissible. Carefully read all information at this link [Song Assessment Tool](#)
- ✓ **Choruses and Quartets Qualifying for International Competition:** An additional invitation to compete will be offered should the first-place chorus or quartet withdraw or elect not to compete at International. If the chorus or quartet placing first in regional competitions chooses to withdraw from international Competitions prior to July 1, the second-place chorus or quartet will be invited to compete. If the second-place chorus or quartet has already qualified as a wildcard or withdraws, this invitation will not extend to any other placement.

COMPETITOR VIDEO SUBMISSION PROCEDURES (INTERNATIONAL)

These procedures are intended for any competitor who will not be attending a live, in- person regional contest **and** who will be recording their own performance for submission into their regional contest to receive adjudication.

Contest Divisions:

International Division or Evaluation Only competitors: perform and submit two (2) contest songs. *

Open Division competitors: perform and submit one (1) contest song, at least one (1) non-contest song, and emcee work.

**Competitors are only eligible to submit a video in the International Division in a region holding a Video Contests.*

Submitted performances are subject to all contest rules, such as timing, SAT admissibility, content, etc. and should include audience acknowledgement. These recordings should be made no earlier than 6 weeks prior to submission.

1. General

- A. Submit all competitor forms and an un-edited (one continuous shot) video recording (in .mp4 digital format), prepared in accordance with the requirements listed below, to your region's competition coordinator (CC) by the assigned date, along with all applicable competitor forms.
 - a. The recording must NOT have been previously published on social media or on webcasts. Any submission found to have been previously published will be disqualified.
- B. The region's CC must submit their competitors' performance videos and forms, via Dropbox, to the Competition Department by their assigned date.
- C. Once the Competition Department at IHQ receives all video submissions for a region, they will be provided to the official judging panel for adjudication.

2. Requirements for Recording

- A. Ideally the device (i.e., mobile phone, tablet, camera, etc.) used to record your performance should be able to record clear quality sound. The recording is to be submitted in .mp4 digital format.
- B. The performance should be checked to ensure that the quality of the recording is sufficient for an effective evaluation.
- C. Any microphones used should be used for recording input only, not amplification of any kind.
- D. Lighting should be uniform for the entire performance and no special effects are to be used.
- E. Camera shots should be taken with the Visual Communication (VC) judge in mind. Here are some suggestions to keep in mind when recording:

- a. A fixed camera full length shot is recommended. A landscape view will frame the ensemble best.
 - b. The VC judge needs to see facial expression, choreography, full shots, etc. if possible.
- F. At the beginning of the recording, an individual is to introduce the contestant, announcing the name of the chorus/quartet. This announcement may be made by a member of the ensemble.

Chorus Announcement

“From (NAME OF CITY), under the direction of (NAME OF DIRECTOR(S)), (NAME OF CHORUS!)”

Quartet Announcement

“From LAKE ONTARIO REGION 16, representing (NAME OF CHORUS AFFILIATION), (NAME OF QUARTET!)”

Note: If a member of the quartet is Chapter at Large, announce:

“From LAKE ONTARIO REGION 16, representing (CHORUS NAME) and CHAPTER AT LARGE, (NAME OF QUARTET!)”

- G. The competitor should be in suitable costume and make-up. The make-up should be applied in such a manner that it is appropriate for video performance, highlighting facial features.
- a. Evening make-up is sufficient. Make sure to highlight eyes.
 - b. Do not worry if masks are required in your recording local. Judges have prepared for this, and all combinations are appropriate: all on or all off or a mixture of the two is acceptable.
- H. The submitted digital performance is the property of Sweet Adelines International. **Competitors may NOT post, or otherwise share, their video recordings until after adjudication and release of official results.** Permission may be obtained after the results have been posted by contacting the Competition Department at IHQ.
- I. The recording should be a continuous, one-take shot video with no editing. **Any edited videos will be disqualified.**

3. Official Recordings

All submitted recordings are the property of Sweet Adelines International and will not be returned. Any further use of audio or video recordings of competition submissions are at the discretion of the Education Direction Committee (EDC) or the International Board of Directors.

CHORUS COMPETITION LIAISON (CCL) JOB DESCRIPTION

All convention information is disseminated via the Communications Manager of the Convention Team, Sue Heighway, who maintains a master group distribution list. **Please ensure that your Chorus Convention Liaison (CCL) e-mail address has been submitted to Sue, at sheighwayreg16@live.ca**

The CCL acts as the conduit for information between the Convention Team and the Choruses. She coordinates all regional activities associated with her chorus' participation in the annual regional convention and ensures that all forms and applicable payments are submitted by the specified deadlines. Because all information is communicated by e-mail and posted on the regional website, chorus CCL's must be on-line and have the ability to upload files to a Dropbox.

Duties include:

Chapter Communication:

Distributes all regional convention information to chorus members, Presidents/Team Leaders and Directors. Ensures that the regional convention information is also distributed to Chapter quartets.

Regional Communication:

Written and/or Verbal Communication with appropriate regional contacts on the RMT and the Convention Team.

Uploads Competitor video and all forms to a designated Dropbox.

INTERNATIONAL ENTRY FORM DEADLINE

Please note that the entry deadline for your region is **60 days prior to the contest date**. If you register for competition after the entry (60 day) deadline, you will have an additional \$100 USD fee added onto your registration. As well as the late fee, your chorus/quartet will not be entered into the initial draw for order of appearance, drawn 55 days prior to competition, but rather in a secondary draw two weeks later (after the late entry deadline).

No entries will be accepted after the late entry (45 day) deadline - no exceptions!

Remember: Only chorus presidents/team coordinators, directors, or treasurers can register a chorus (or prospective chorus) for competition, and only the quartet contact can register a quartet. Only these individuals will be able to access the online entry forms below.

Form	Deadline	Send To
Competition Entry Form: Chorus & Quartet	Feb. 8, 2022	International HQ
Late Entry Deadline: Chorus & Quartet	Feb 23, 2022	International HQ

IMPORTANT NOTES:

1. Contest entry opens on **December 24, 2021**. Links and registration instructions are provided at the links below. Complete and return promptly with your payment as instructed. **Please ensure International Headquarters has correct electronic communication addresses for your chorus or quartet.**

1. Chorus Entry Forms and Instructions:

[How to Register for Regional Chorus Competition Online](#)

[Online Chorus Entry](#)

(Navigate to Chapter Portal > Region Competition > Competition Entry Form)

[Chorus Entry Form \(for emailing or mailing\)](#)

2. Quartet Entry Forms and Instructions:

[How to Register for Regional Quartet Competition Online](#)

[Online Quartet Entry](#)

(Navigate to Quartet Portal > Region Competition > Competition Entry Form)

[Quartet Entry Form \(for emailing or mailing\)](#)

2. To compete in the 2022 Regional Contests, the paperwork for new and renewing quartets must be submitted and processed before they may register for competition. New quartets or renewals received after **January 15, 2022**, will be charged additional registration fees.

VIDEO SUBMISSION INSTRUCTIONS AND DEADLINES

Competitor videos and forms listed below are due to our Competition Coordinator, Shelley Snoultan, **no later than April 4, 2022**. Upload instructions will be provided in a separate eBlast.

FORMS TO BE UPLOADED WITH COMPETITOR VIDEO

You will be required to upload the following forms with your competitor video.

CHORUSES

- ✓ [Song Information Sheet](#)
- ✓ [Chorus Open Division Cue Sheet](#)
- ✓ [List of Competing Members and Verification Form](#)
- ✓ Picture of the chorus

QUARTETS:

- ✓ [Song Information Sheet](#)
- ✓ [Quartet Open Division Cue Sheet](#)
- ✓ [List of Competing Members and Verification Form](#)
- ✓ Picture of the quartet

AWARDS

The culmination of each regional competition is the announcement of results and presentation of awards. Sweet Adelines International policy states that the Judging Panel Chair announces only awards designated by the International Organization. The Panel Secretary tabulates results for these designated awards. Additional awards, such as trophies, plaques, etc., provided by the region to the winners of International Awards may be presented at the time the announcement is made.

1. International Awards

Internationally sponsored chorus competition awards include the following divisions:

Division A Chorus

15-30 performers (members) on stage, not including the Director(s)

Division AA Chorus

31-60 performers (members) on-stage, not including the Director(s)

All contestants are eligible to place in the Top 5. The following placements are designated as Sweet Adelines International awards:

- 1st - 5th Place Quartets
- 1st - 5th Place Choruses
- 1st - 3rd Place Division A Choruses
- 1st - 3rd Place Division AA Choruses
- Most Improved Chorus

To be eligible for the Most Improved Chorus award, a chorus must:

- ✓ Have competed in the immediately preceding Regional Competition.
- ✓ Have at least 15 singing members on stage.
- ✓ A Minimum score is no longer required for eligibility for the Most Improved Chorus Award.

2. Regional Awards

The following Regional Awards are presented after the International Awards have been announced:

- ✓ **Novice Director Award** is presented to a director who has not competed as a director in more than two (2) Barbershop Harmony singing organization competitions and whose chorus receives the highest overall point total of those eligible and whose score is at least 400 points (mid C level). This award may be won only once.
- ✓ **York Highlands Novice Quartet Award** is presented to the highest scoring quartet having no more than one member who has competed previously in any Barbershop Harmony singing organization competition and whose total score is at least 400 points (mid C level).
- ✓ **Ev Rivers Memorial Most Improved Quartet Award** is presented by the Greater Kingston Chorus to a quartet scoring at least 360 points who competed in the immediately preceding annual regional quartet competition with the same quartet name and the same personnel as the preceding year. Quartets performing for Evaluation Only are not eligible for this award. There is no limit to the number of times a quartet may win this award. If a tie occurs between two or more eligible quartets, the trophy will be shared.
- ✓ **Larry Dale Coaching Achievement Award** is presented to a person, male or female, residing within the geographic boundaries of Region 16 who has made an outstanding contribution to a chorus(es) or quartet(s) in a coaching capacity. Choruses are contacted directly for nominations.
- ✓ **Leadership Excellence Award** is presented to a Region 16 Sweet Adeline who has made outstanding contributions to her chorus and/or the Region in a Leadership capacity. Choruses are contacted directly for nominations.

DISTRIBUTION OF RESULTS

Both the quartet and chorus video contest will be adjudicated on our designated contest dates of April 8 – 9, 2022. Judging Panels anticipate a quick turnaround and results should be received by the Chair Regional Convention and Competition Coordinator early the week following contest

A Region 16 Virtual Soirée will be held Wednesday, April 13, 2022, when performances will be watched and the recorded message by the Panel Chair, Beth Smith, announcing the results of the contest will be played.

Medals and trophies will be sent or delivered to winners post Virtual Soirée.