One Act Play Festival

RULES OF ENTRY

This Festival consists of:-

District Festivals The Festival can only take place where at least 2 Clubs perform. It is not sufficient for a single club to perform two plays. The allocation of teams will be decided by the District Organising Committee. Where the Youth Festival receives a single entry, that team has to perform at District level but will automatically progress to the Divisional Youth round.

Four Divisional Finals The allocation of teams from their District Festivals shall be decided by the Divisional Organising Committee. (Eastern, Highland, Northern & Western Divisions.) Each Division will decide a fair and appropriate method of nominating the team to represent their Division at a Scottish Youth Final.

Scottish Final The allocation of divisional places shall be decided by ballot by the General Council of the Association. The allocation of teams shall be decided by the convenor of the Festivals Sub-committee, the Organising Secretary of the Scottish Final Festival and the Chairman of General Council.

Note: While this is a competition, the festival should also be an opportunity for Scottish Community Drama Association clubs and members to meet.

Festival Rules

1. District Festivals shall be held on any dates on or after the 1st February and completed by the first Saturday in March, unless otherwise approved by the Divisional Committee.

2. Divisional Festivals shall be completed by the first Saturday of April, unless otherwise approved by the General Council.

3. Scottish Final Festival shall be completed by the first Saturday of May.

4. Any SCDA club may enter this festival. While a club may enter more than one team, only one team from the same club can progress to the next stage of the Festival.

5. Any matter relating to this Festival shall be dealt with by the Organising Committee of each District or Divisional Festival, with any question on these rules ultimately being referred to the General Council of the Association for final decision.

6. Clubs entering a youth team must comply with all local authority rules and regulations concerning working with young people less than 18 years of age. Clubs must have read SCDA's guidelines with reference to child protection and agree to abide by them.

Rules of Entry

1. Each entrant shall pay the set entry fee (non-returnable) and lodge stage 1 of the combined entry form with the Organising Secretary by the second Saturday of November, together with the entrant's SCDA membership number for the current year. Note that some districts require a returnable deposit as a surety of performance.

2. Stage 2 of the combined entry form must be lodged with the Organising Secretary by the second Saturday of December. There will be an administration charge of £15 if the secretary receives the entry form after this date but before the 8th January. Clubs will be excluded from the Festival if the part two form is not received by the 8th January.

3. Each entry will be a one act play or an extract from a longer play. The play must have two or more actors appearing and speaking. The most suitable definition of a one-act entry is 'a coherent piece of mainly spoken drama'.

4. All entrants must comply with the Theatre Act 1968 and any amendments, the laws of copyright and any

other legal requirements, e.g. fireproofing all flats and properties.

5. Clubs have a duty to co-operate with the Festival Stage Director by submitting a safety plan, adhering to the theatre's safety rules and attending safety briefings as required. Should a club fail to co-operate, the Festival Stage Director can refuse performance.

6. The author's royalty fee must be paid by the club in advance of performance and proof submitted to the organisers along with the technical forms. Written permission to perform an extract, or approval for any cuts to the play must be submitted to the District Secretary three weeks before the performance. Royalties are refunded and should be included on the expense claim form, but will only be refunded up to a ceiling of £50. If an excerpt or one-act of a full length play is approved by the author, then clubs should ask if there is a reduced royalty fee.

7. Each entrant must: -

a) provide, no later than 4 weeks prior to the festival, two printed copies of the script of the play to be performed;

b) complete and return such forms and other information as the Organising Committee require.

If available, scripts should be the publisher's version. Approved cuts must be clearly indicated. If cuts are subsequently found to be necessary, details of cuts and written approval must be provided to the Organising Secretary for forwarding to the Adjudicator. Any locally printed copy such as a downloadable script or a photocopy of a printed original must be accompanied by the appropriate license and/or permission to copy.

8. In addition to these rules, each entrant will be given copies of document *DOC 2-Guidance for Festival Organising Committees* and form *F 4 Adjudicator Contract*.

9. The length of performance of the entry shall be not less than 20 minutes and not more than 55 minutes.

Timing of the play

a) commences with the start of the music, from the moment the curtain starts to open or when there is a clear change of state, e.g. to draw audience attention onto stage and
b) ends when the curtain is fully closed or when the music finishes or, where there is an open set, when all actors leave the set, or a blackout is established.

Each team will be allowed 10 minutes for setting and 5 minutes for striking. Penalties for not conforming to any of these allotted times shall be the deduction of one mark for each minute beyond or below the time. Beyond five minutes, the team will be disqualified. The ten minute setting time is for those aspects of the stage setting which are within the control of the competing team, after which all other items are within the discretionary control of the Festival Stage Director. Additional setting or striking time needed to ensure safety will be accepted at the discretion of the Festival Stage Director.

10. The use of any kind of microphone will not be allowed to enhance an actor's vocal projection. Microphones may still be used as a sound effect.

11. Scripts – a copy of the script is to be with the Adjudicator no less than 3 weeks before the start date of District Festivals. This also applies to devised pieces. Failure to comply will result in marks being deducted as follows. 1 to 7 days late - 1 mark; 8 to 14 days late - 2 marks; 15 to 21 days late - 3 marks.

Teams and Players

1. The cast must consist wholly of amateurs[1].

2. Producers may be paid, but may not act with any team from the club so employing them.

3. Only in exceptional circumstances can a player perform for more than one club in the Festival (permission for this must be sought from the Organising Committee).

4. Players will not use stage names except by permission of the Organising Committee.

5. No change of cast will be permitted except with the agreement of the relevant Organising Committee. Any authorised change has to be maintained at subsequent Festivals.

[1] For this purpose, "amateur" is a person who does not have acting as the main source of income

6. No change of play will be permitted except with the agreement of the Organising Committee.

7. To be eligible for entry to the SCDA Youth Festival, the cast must be under 18 years of age by 1st September prior to the Festival.

8. Teams in the Open competition must notify the Organising Committee if any cast members are under the age of 18 years at the time of performance.

Effects

Teams must notify the Festival Stage Director if their performance requires any unusual effects, e.g. use of firearms, strobe, naked lights, etc. Any expenses incurred in this connection must be met by the team concerned. The Festival Stage Director's decision is final as to whether proposals for effects are curtailed or rejected.

Responsibility for Correct Settings

The team has sole responsibility for:-

1. correctly setting lighting and scenery;
2. setting and striking scenery within the allotted times;
3. ensuring that the curtain is raised and lowered at the proper times.

The curtain may only be raised with the consent of the Festival Stage Director.

Insurance

The Association accepts no liability for the security of articles brought to any hall or theatre where its festivals are held. Each club MUST make its own arrangements regarding insurance for their members and property and to cover any damage caused by club members.

Complaints

Any complaint arising from the Festival or from alleged infringement of these rules must be made in writing to the secretary of the relevant Organising Committee within fourteen days of the performance concerned. (Feedback form F-11)

Refusal of Entries

The General Council Executive reserves the right to refuse an entry to any of its festivals.

Final Decision

The decision of the General Council is final on all matters arising out of these rules or not specifically provided for in these rules.

Note

It is essential to read the supplementary information in Document *DOC 2-Guidance for Festival Organising Committees*.