



# One Act Play Festival Adjudicator Contract

This contract is made and entered into by \_\_\_\_\_ representing the Scottish Community Drama Association and \_\_\_\_\_ (The Adjudicator) to adjudicate the \_\_\_\_\_ Festival between the \_\_\_\_ day of \_\_\_\_\_ month/year, and the \_\_\_\_ day of \_\_\_\_\_ month/year. The event will be held in \_\_\_\_\_ with the first play commencing at \_\_\_\_\_ pm each evening.

The fee will be £\_\_\_\_\_ for each night of the Festival with a proportionate additional payment being made if there are more than three plays on any evening.

The Festival will be run in conformity with the Rules and Guidelines of the Association as set out in:-  
'Doc-1-Rules of Entry' and 'Doc-2-Guidance for Festival Organising'

The Adjudicator is entitled to be provided with overnight accommodation on a Bed and Breakfast basis for each night of the Festival with a room which has appropriate writing facilities.

The Adjudicator will also be entitled to claim for an evening meal at a rate not to exceed £25 for each night of the Festival and for transport costs on production of tickets or receipts and/or at a car rate of 35 pence per mile for the first 100 miles and 25p thereafter.

## **Compensation for cancelled festival nights**

- Cancellation of a night more than 21 days (i.e. by the script deadline) prior to the original opening date NO FEE.
- Cancellation of a night between 7 and 21 days of the original opening date - 50% of the nightly fee to be paid.
- Cancellation of a night less than 7 days prior to the original opening date - 100% of the nightly fee to be paid.

## **The Organising Secretary will provide the adjudicator with:**

- a full set of scripts, to be received at least 3 weeks prior to the first night of the Festival, unless this is unachievable by reason of festival dates, in which case within 3 working days of the result of previous round. In the event of a play being in a language other than English, the adjudicator may request the service of an assessor (dialects are not considered to be a language other than English);
- Where appropriate, documentary evidence of permission for script cuts/ alterations.
- a full set of Additional Notes For Adjudicators, Festival Rules and Festival Guidelines;
- a list of marking criteria and categories to be used for the allocation of marks;
- an appropriate number of mark sheets (the number to be agreed with the Secretary);
- a number of summary mark sheets (the number to be agreed with the Secretary);
- details of the criteria for awarding the various trophies; including the Scottish Life and Character award
- a Steward who will assist the Adjudicator in terms of knowledge of the venue and the local area and assist in liaison with the Stage Director, technical crew and the competing teams. The Steward will be fully aware of the rules and administration of the Festival. If the Steward is unable to assist with any matter, the Organising Secretary should be consulted;
- indication of preferred dress code.

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In addition, the organising secretary shall ensure that payment of Adjudicator's Fees and Expenses takes place within 5 days of the close of the Festival.

**The Adjudicator shall:**

- inspect the stage and technical provisions before the Festival starts;
- give a public adjudication of each play lasting between 5 and a maximum of 10 minutes.
- encourage the participating teams by providing a positive and constructive critique;
- follow the procedures for marking set out by the Association in its Approved Marking Criteria and Additional Notes For Adjudicators;
- where appropriate, give teams a private adjudication (at which the Adjudicator's Steward will introduce each team and remain present throughout the meeting. The steward will notify a time limit for each private adjudication;
- return all scripts to the Adjudicator's Steward on the last night of the festival;
- within five days of the close of the Festival, complete and return completed mark sheets and the marking grid to the Organising Secretary along with a written or preferably typed adjudication for each team.

**Feedback**

The SCDA will ask clubs and Organising committees to complete a feedback form in respect of the adjudication. The adjudicator will also have an opportunity to comment on matters pertaining to the running of the festival. These documents will be held electronically in accordance with SCDA data protection policy.

**Conflict of Interest**

An Adjudicator should not adjudicate a play, if he or she has any association with that club or team that might result in a conflict of interest, such as having authored the play, worked with that club or team in the last three years as advisor, mentor, coach or similar. Such an association also includes, but is not confined to, having a connection with a member of the clubs' team by way of:-

- family relationship;
- working relationship;
- close friendship;
- etc.

The Adjudicator should inform the Organising Secretary if any such potential Conflict of Interest arises. Where the Organising Committee feels that this relationship could be seen as prejudicial in any way, they can require the Adjudicator to stand aside.

It is in the interest of all adjudicators to identify any such potential conflict as soon as they become aware of it

These terms are confirmed by:

Signed ..... (Secretary)                      Date .....

Signed ..... (Adjudicator)                      Date .....



## Additional Notes

- a. Each entry will be a one act play or an extract from a longer play. The length of the performance shall be not less than 20 minutes and not more than 55 minutes.
- b. The adjudicator may pass comment on any extract from a full length play as to whether it forms a reasonable dramatic entity.
- c. Adjudicators are requested to encourage and improve the endeavours of the participating teams by positive and constructive criticism.
- d. The adjudicator will award marks strictly in accordance with the SCDA marking criteria.
- e. Normally half marks may not be used, except where it would be otherwise difficult to separate teams in an area for which a trophy is to be awarded.
- f. The adjudication is of the performance, not the play chosen by the team. The adjudication should not take account of any other factors (e.g. a young and inexperienced team should be treated in exactly the same way as all others)
- g. Where the same Festival is held in different venues the Adjudicator will, at the end of the Festival, place the leading teams irrespective of where they have appeared.
- h. When the same play is presented by more than one team in the same Festival public adjudications of all performances of the play shall be deferred until after the final performance of the play. This does not apply to private adjudications.
- i. The Organising Secretary will advise the adjudicator on requirements for private adjudications.
- j. On all matters of placing and marking the Adjudicator's decision is final.
- k. Before the results are announced at any Festival, the calculation of marks should be checked by an official appointed by the Organising Committee.
- l. No winner for the night will be announced.
- m. The Organising Secretary will inform the adjudicator of any penalty points to be deducted from a team for an infringement of the rules and announce this to the audience prior to the public adjudication. The adjudicator will amend the marks accordingly but will not make any public reference to this.
- n. At the end of the Festival, the adjudicator will announce, in reverse order of merit, the winners of the various trophies to be presented.
- o. teams can be given equal marks for categories or in total;
- p. however trophies cannot be shared between teams - thus where a mark is used to award a trophy that mark must be different from that given to other teams.
- q. No public reference should be made to actual marks or to the relative position of teams other than what is necessary for the awarding of trophies.

### Reserve Adjudicator or Panel

The organising Committee will appoint a reserve Adjudicator or Panel to take over in the event of the adjudicator being unable to fulfil the duties.

The Reserve Adjudicator or panel:

- a. will be provided with the same information as the Adjudicator;
- b. must not discuss the plays with the Adjudicator until after the closing ceremony;
- c. should take full account of adjudications, markings and notes available from the adjudicator;
- d. be prepared to give short public and private adjudications and give written reports.

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