

## **RULES OF PROCEDURE AND ORGANIZATION**

### **19 Annual Petr Eben International Organ Competition, Opava 2016**

#### **I. COMPETITION PROCEEDINGS**

1. This category is open to candidates from all countries who will be aged 30 years or less on the first day of the competition. The competition has three rounds and will be held at the Petr Bezruč Library, Opava (1<sup>st</sup> Round), the Cathedral Church of the Holy Ghost, Opava (2<sup>nd</sup> Round), and the Cathedral of the Assumption of Our Lady, Opava (3<sup>rd</sup> Round). The improvisation section of the competition will be held at the Cathedral of the Assumption of Our Lady, Opava.
2. The order of competitors will be based on a draw carried out at the first meeting of the organizing committee following the deadline for applications (17 June 2016). The order will be announced to competitors in writing. For each round the first competitor will be drawn with the original order of competitors maintained hereafter. Each competitor will be allocated a period for preparation on the competition instrument.
3. Competitors will be notified in advance of pre-competition practice slots allocated to them. If a competitor fails to arrive for such a practice period, an alternative will not be available.
4. Competitors must be at the competition venue half an hour before the performance time allocated to them in accordance with the published list, and must register with a responsible member of the organizing committee.
5. If a competitor has a valid reason for not performing at the appointed time, (s)he may perform only with the approval of the jury at the end of the round.
6. Teachers of competitors are not permitted to assist their students during performances.
7. If a competitor exceeds the time limit, his/her performance may be interrupted by the jury.

#### **II. THE JURY**

1. The members of the jury are distinguished Czech and non-Czech organists and teachers selected by the competition organizing committee. Jury members are required to familiarize themselves with the competition rules and conditions and to observe them.
2. Meetings of the jury are directed by a chairman nominated by the competition control committee. The chairman decides on the schedules of meetings of the committee, agendas, the course of the competition under procedural rules and daily programmes. The chairman announces all results on behalf of the jury, presents prizes and diplomas, and makes public announcements about meetings of the jury.
3. At an initial meeting during which a jury is convened the day before the start of the competition, a vice-chairperson is also elected by the jury members.
4. Meetings of the jury are held in private. A jury secretary appointed by the competition control committee records all proceedings. The committee co-ordinates both the work of the jury and that of the competition secretariat.
5. Decisions of the jury are made exclusively at committee meetings. The jury can make decisions if more than half its members are present and all members are properly informed of the meeting beforehand. The majority must include either the jury chairman or vice-chairperson. All matters are decided by a majority vote, but the jury chairperson may exercise a deciding vote in contentious issues. Representatives of the organizing body and members of the organising committee may be present at jury meetings but have no voting rights.
6. Competitors will be informed of the names of the chairman and jury members no later than one day before the start of the competition.
7. Competitors are not entitled to question the composition of the jury nor directions from any of its members.
8. The role of the jury is to listen to, evaluate and assess the performances of all competitors. Each juror is obliged to assess complete rounds of the competition and must be at the competition venue half an hour before the start of a round. It is the jury who decides on the final order of candidates and makes decisions about the possible aggregation, division or withholding of prizes. The jury has the right to award an honourable mention without a financial prize. The jury also decides exclusively on prizes awarded by other institutions. Only an authorised member of the jury can release news about jury meetings to the media.

#### **III. ASSESSMENT OF A COMPETITOR'S PERFORMANCE**

1. The assessment will be based on the collective opinion of the jury. Each jury member is required to express his/her assessment of each individual performance in terms of a numerical score to the best of his/her ability and without external influence. After scoring and the calculation of an average score, the jury discusses individual performances and lists competitors in order of success. The jury president is obliged to ensure that this procedure is adhered to.
2. Jury members are not permitted to evaluate and assess the performance of a competitor whose performance they did not hear in its entirety. In such a case, the jury member will submit a completed scoring sheet

indicating the reason why a score has not been awarded (e.g. 'not present'). A jury member may not award points to a competitor who is his/her pupil at the time of the competition or partook on his/her performance. In such a case, the jury member will submit a signed scoring sheet indicating the reason why a score has not been awarded (e.g. 'my pupil').

3. In extreme cases, the highest and lowest marks awarded will be disregarded.

4. Every candidate will be awarded between 0 and 25 points where 25 is the highest possible mark.

Jury members will observe the following divisions:

0 - 5 unsatisfactory performance

6 - 10 satisfactory performance

11 - 15 good performance

16 - 20 very good performance

21 - 25 excellent performance

Performances will be assessed according to the following criteria:

1. Fidelity to the musical score

2. Execution at an appropriate technical level

3. Artistic merit

4. Sense of style and structure of the composition

5. Handling of the instrument and acoustics

The division of points or the use of decimal fractions is forbidden. A score may not be erased. Instead, a jury member may strike through the original score and add a new figure with the word 'corrected' appended. Such corrections must be made before completed score sheets are submitted.

5. At the end of each round, the jury will reconvene to decide which competitors will continue to the next round. Only those participants who reach the limit set by the jury will proceed to the following round. The jury decides on the number of participants to go forward to the next round after consultation with the competition organizers. The score required for entry to the next round and the number of contestants to go forward will be determined at the initial meeting of the jury. A maximum of 12 competitors will continue to the 2<sup>nd</sup> round; a maximum of 4 competitors to the 3<sup>rd</sup> round. The jury decides who will continue to the next

round on the basis of a list of competitors drawn up in order of success. The names of these competitors will be announced in the same order.

6. At the end of each part of a round, jurors will submit completed score sheets to the jury secretary. Late submissions are invalid.

7. At the end of each round of the competition, the secretary will prepare a score summary and calculate an average score on the basis of which the final list of competitors is drawn-up. Disputed scores may become a matter for discussion.

8. The final order is drawn up using the sums of the average scores of the 2<sup>nd</sup> and 3<sup>rd</sup> rounds of the competition.

9. Decisions of the jury will be announced after each round of the competition.

10. The jury is not obliged to award all prizes. If the contestants do not reach the required level of performance, the jury may decide to withhold all prizes. The jury is empowered to combine prizes or divide them into equal parts (with the exception of the first prize, the prize for improvisation and the special prize awarded by the Czech Music Foundation), but only within the financial limits of the competition. An honourable mention may be awarded by the jury. All decisions of the jury are final. Prizes are awarded by a majority vote of the jury.

11. Each contestant receiving an award will also be presented with a Diploma of the 19th Annual Petr Eben International Organ Competition, Opava 2016 together with the amount of any financial prize awarded.

12. Prizes will be presented by a representative of the competition organisers, or by the jury chairman or vice-chairperson at a special ceremony to be held during the closing gala concert.

13. Prize winners will perform in a final concert with a programme chosen by the jury, without demanding fees for either their performance or inclusion in the official audio recording to be made of the concert by the competition organizers.

#### **IV. FINAL PROVISIONS**

1. The jury and the organising committee will evaluate the whole competition at their final meeting.
2. The rules of procedure and organization have been issued in Czech and English versions. Should any dispute arise, the Czech version will be regarded as definitive.
3. Disputes concerning the interpretation of the rules of procedure and organization will be resolved by the competition's organizing committee.
4. These Rules of Procedure and Organization for the 19<sup>th</sup> Annual Petr Eben International Organ Competition, Opava 2016 were prepared by the organizational committee and are binding for the 19th Year of the Competition.