

RULES OF PROCEDURE AND ORGANISATION

20th Petr Eben International Organ Competition Opava 2018

I. COMPETITION PROCEEDINGS

1. The competition 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 Petr Bezruč Library, Opava (1st round), the Church of the Holy Spirit, Opava (2nd round), and the Co-cathedral of the Assumption of Virgin Mary, Opava (3rd round). The improvisation section of the competition will be held at the Co-cathedral of the Assumption of Virgin Mary.
2. The competitors cannot make changes to programme once the application has been submitted. In case of ambiguity, the competition committee may request further information regarding the programme.
3. The order of competitors will be based on a draw carried out at the first meeting of the organising committee following the deadline for applications (15 June 2018). The competitors will be informed about the order in writing. For each round the first competitor will be drawn with the original order of competitors maintained hereafter. Each competitor will be allocated sufficient time to prepare the instrument before the performance.
4. Competitors will be notified in advance of pre-competition practice slots allocated to them. If a competitor fails to arrive for their practice slot, they will not be granted an alternative slot.
5. Competitors must be present at the competition venue half an hour before their performance time, and they must register with a member of the organising committee.
6. If a competitor has a valid reason for not performing at the appointed time, the jury may grant them an alternative time slot at the end of the round.
7. Teachers of competitors are not permitted to assist their students during performances.
8. If a competitor exceeds the time limit, their performance may be interrupted by the jury.

II. THE JURY

1. The jurors are distinguished Czech and foreign organists and teachers selected by the organising committee. The jury members are required to familiarize themselves with the competition rules and regulations and to observe them.
2. Meetings of the jury are run by the jury chair nominated by the competition committee. The chair decides on the meetings of the committee, the course of the competition, and daily programmes. The chair announces the competition results, presents awards and certificates, and makes public announcements about the jury meetings.
3. The founding meeting of the jury will take place the day before the start of the competition. A vice-chair will be elected at the founding meeting.
4. The jury meetings are held in private. The agenda of the meetings is recorded by a secretary appointed by the competition committee. The committee coordinates both the work of the jury and that of the competition secretariat.
5. Resolutions of the jury are made exclusively at the jury meetings. The jury can make decisions if more than half of the jurors are present and all members have been informed about the meeting in advance. The majority must include either the jury chair or vice-chair. All matters are decided by a majority vote, but the chair may exercise a deciding vote in contentious issues. Representatives of the organising body and members of the organising committee may be present at the jury meetings but have no voting rights.
6. Competitors will be given the names of the chair 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 or the instructions from any of its members.
8. The role of the jury is to listen to, evaluate and assess the performances of the 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. The jury decides on the final order of candidates and makes decisions about the possible consolidation, division or withholding of prizes. The jury has the right to award an honourable mention without a financial award. 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. PERFORMANCE ASSESSMENT

1. The assessment will be based on the collective opinion of the jury. Each jury member is required to express their assessment of the individual performances in the form of a numerical score to the best of their ability and without external influence. After scoring and calculating the average score, the jury discusses individual performances and lists competitors in order of success. The chair ensures that this procedure is followed.

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 case, the juror will submit the scoring sheet indicating the reason why the score has not been awarded (e.g. 'not present'). A jury member may not award points to a competitor who is their pupil at the time of the competition or if they partook in their performance. In such case, the jury member will submit a signed scoring sheet indicating the reason why the score has not been awarded (e.g. 'my pupil').
3. Extremes – 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 distribution of points:

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|---------|----------------------------|
| 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. Accuracy
2. Execution
3. Artistic merit
4. Sense of style and structure of the composition
5. Handling of the instrument and acoustics

It is not allowed to split points. Once the score is entered, it may not be erased. Instead, a jury member may cross out the original score and enter a new score with the word 'corrected' appended. Any corrections must be made before the 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 proceeding to the next round after a consultation with the competition organisers. The score required to enter the next round and the number of contestants will be determined at the founding meeting of the jury. A maximum of 12 competitors will continue to the 2nd round; a maximum of 4 competitors to the 3rd round. The jury will announce names of the competitors proceeding to the next round in the order in which they performed.
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 be discussed.
8. The final order is drawn up using the sums of the average scores of the 2nd and 3rd 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 the prizes. If the contestants do not reach the required level of performance, the jury may decide to withhold all prizes. The jury is entitled to combine prizes or divide them into equal parts (with the exception of the first prize, the award 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 20th Petr Eben International Organ Competition Opava 2018 Certificate together with any financial prize awarded.
12. Awards will be presented by a representative of the competition organisers, or by the chair or vice-chair at a ceremony held at the closing gala concert.
13. The winners will perform at the final concert with a programme chosen by the jury, without requesting fees for either their performance or inclusion in the official audio recording of the concert.

IV. FINAL PROVISIONS

1. The jury and the organising committee will evaluate the competition at their final meeting.
2. The Rules of Procedure and Organisation have been issued in Czech and English. Should any disputes arise, the Czech version will be regarded as definitive.
3. Any disputes concerning the interpretation of the rules of procedure and organisation will be resolved by the organising committee.
4. The Rules of Procedure and Organisation for the 20th Petr Eben International Organ Competition Opava 2018 were prepared by the organising committee and are binding for the 20th year of the competition.